AGLS Metadata Standard
Part 2 – Usage Guide

Version 2.0
July 2010

NATIONAL ARCHIVES OF AUSTRALIA

Version 3.0 of this manual was prepared by the National Archives of Australia during 2010.

This most recent version of this document is available from the AGLS website (http://www.agls.gov.au)

PREFACE

The information in this two-part Standard was originally adapted from the Australian Government Locator Service (AGLS) metadata standard prepared by the AGLS Working Group for use in government agencies.

The National Archives of Australia made the AGLS metadata element set available on its website in 1998. The members of the IT-021 Committee, Records Management decided to expand it to cover non-government sectors and published as an Australian Standard, and invited the AGLS Working Group to become a subcommittee of IT-021.

Standards Australia published the Standard in 2002 and renamed it the *AGLS Metadata Element Set*. Omitting the word 'government' from the title reflected that, with this version of the Standard, the audience was no longer limited to the public sector.

This revision is renamed the *AGLS Metadata Standard*. It was reissued as AS 5044-2010 on 30 June 2010. It takes into account changes introduced by the Dublin Core Metadata Initiative (DCMI) in January 2008 in support of automated processes for identifying and interpreting the meanings implied in natural language (known as 'semantic inferencing').

This AGLS Metadata Standard provides a set of metadata properties and associated usage guidelines to improve the visibility, manageability and interoperability of online information and services.

The major changes are—

(a) revising terminology, property descriptions and recommended formatting to remain consistent with the Dublin Core Metadata Initiative (DCMI);

(b) assigning free standing descriptive labels to metadata terms;

(c) a clear distinction between Vocabulary Encoding Schemes and Syntax Encoding Schemes;

(d) including a DCMI property not previously in the AGLS standard (conformsTo);

(e) including four new DCMI properties (accessRights, dateCopyrighted, rightsHolder and license);

(f) introducing two new AGLS properties (dateLicensed and protectiveMarking);

(g) introducing three additional sets of terms (Agent Metadata terms, Availability Metadata terms and Administrative Metadata terms);

(h) deprecation of one element refinement from the previous standard (DC.coverage.postcode);

(i) changes to the obligation status of some properties;

(j) including a new obligation status 'Recommended';

(k) updating references to the most recent versions of Request for Comment (RFC) standards and ISO standards;

(l) examples in eXtensible Hypertext Markup Language (XHTML); and

(m) expanding the AGLS Audience Vocabulary Encoding Scheme.

Some minor changes have been included since the publication of AS 5044-2010. This does not affect conformance with the Australian Standard. The changes are:

(n) RFC 5646 supersedes RFC 4646;

(o) Additional AGLS Document vocabulary terms; and

(p) Minor change in definition of AGLS Audience term 'low income earners'.

This Standard uses the term 'informative' to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

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FOREWORD

Development History

The AGLS Metadata Standard (formerly known as the Australian Government Locator Service) had its origins in the work of the Information Management Steering Committee (IMSC), an interdepartmental committee established by the then Commonwealth Office of Government Information Technology (OGIT). The then Chief Government Information Officer, Andy McDonald, established the IMSC in 1996. Chaired by the then Deputy Director-General of the National Library, Eric Wainwright, the Committee released its report, The Management of Government Information as a National Strategic Resource, in August 1997. This report proposed frameworks for government information policy and the deployment of associated technology into the 21st century.

Development of the AGLS element set began in December 1997 with an invitational workshop held at the National Archives of Australia. The workshop brought together representatives of federal and state/territory government agencies, other interested parties such as the Federal Libraries Information Network, and the academic research community. The development objective was to produce a set of metadata elements which would improve the visibility, availability and interoperability of government information and services through the provision of standardised Web-based resource descriptions which enable users to locate the information or service that they require.

From 1998 the use of AGLS spread beyond the public sector for which the standard was originally developed. The use of AGLS by various cross-sectoral web portal initiatives accelerated this process. In recognition of the wide potential adoption of AGLS within Australia, Standards Australia decided to adapt and issue AGLS as an Australian Standard. Standards Australia first issued the Standard in 2002, incorporating a set of 19 elements.

The current version of the Standard takes into account changes introduced by the Dublin Core Metadata Initiative (DCMI) in January 2008.

Today the development objective of the AGLS Working Group is to maintain a set of metadata properties to improve the visibility, availability and interoperability of information and services through the provision of standardised resource descriptions which enable users to locate the information or service that they require.

Relationship to Dublin Core

AGLS is an application profile of Dublin Core metadata standard (http://dublincore.org/). The International Organization for Standardization issued the Dublin Core Metadata Element Set (DCMES) as ISO 15836-2003. The American National Standards Institute issued the DCMES as ANSI/NISO Z39.85-2007.

AGLS is a more complex set of properties than the Dublin Core standard, containing sub-properties enabling it to describe more categories of resources and allow richer description of resources. AGLS is entirely compatible and interoperable with Dublin Core. AGLS does not displace any other metadata standard. AGLS can coexist with other metadata standards based on different semantics.

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1 SCOPE AND INTRODUCTION

1.1 Purpose and scope

This part Two is an entry point for those wishing to implement the AGLS Metadata Standard for the online description of online or offline resources. It provides details on the use of AGLS metadata and how to assign metadata to resources. This makes resources easier to locate on the Internet. This Part explains how to use AGLS metadata properties to describe resources at an abstract level to make them easier to locate. It includes examples of the use of each property. This Part of the Standard also includes information about certain business issues that need to be resolved when making a decision to implement AGLS metadata. Although examples are given, this Part does not prescribe an encoding method.

This Part is for use with AS 5044.1, which explains the semantics of the AGLS properties, and should not be used without reference to that document.

1.2 Terminology

This Standard reflects the terminology used in the revised DCMI Abstract Model approved as a Dublin Core Metadata Initiative Recommendation in 2007. A table comparing the two terminologies is presented below.

Previous terminology (informative)	DCMI abstract model (normative)
element	property or element
element refinement	property with sub-property of relation
encoding scheme	syntax encoding scheme or vocabulary encoding scheme
syntax encoding scheme	syntax encoding scheme
qualifier	property with sub-property of relation, syntax encoding scheme or vocabulary encoding scheme
vocabulary encoding scheme	vocabulary encoding scheme

1.3 Definitions

The definitions as described in *AGLS Metadata Standard Part 1: Reference Description* apply.

1.4 What is metadata?

Metadata is a term for something that has been around for as long as humans have been writing. The basic definition is 'data about data'. It is the Internet-age term for information that librarians traditionally have put into catalogues and archivists into archival control systems. The term 'meta' comes from a Greek word that denotes 'alongside, with, after, next'. Metadata is structured data about other data. Although there are many varied uses for metadata, the term refers to descriptive information about resources, generally called 'resource discovery metadata'.

Resource discovery metadata is information in a structured format describing a resource or a collection of resources. A metadata record consists of a set of properties describing a resource. A metadata record typically includes, but is not limited to—

    a) basic identification information such as title, author, version, reference dates;

    b) the size or extent of the resource;

    c) an abstract, description or summary of the content;

    d) the possible use of the content;

e) the intended audience;

f) legal information about the ownership or rights held over the resource; and

g) how to access the resource and any access restrictions.

1.5   Why create metadata?

Metadata provides a way of allowing a non-specialist user to discover, evaluate and use information. Searching for keywords or phrases in the content of a resource is problematic, particularly when using common words as a search term. For some resources, such as a video, audio recording or a resource that is not available online, it is not possible to search for keywords in the content.

Metadata allows a user to search for keywords, names and phrases in a structured context of well defined properties such as title, topic, purpose and the intended audience of the resource. This helps users discover resources and evaluate whether a resource is suitable for their needs. If the user decides that the resource is suitable, the metadata then tells the user where or how it can be obtained (either online or offline).

Although the concept of metadata predates the Internet, worldwide interest in metadata standards and practices has burgeoned with the increase in electronic publishing and the proliferation of individual and organisational websites, and the resulting 'information overload' from vast quantities of information available online. Anyone who has attempted to find information online using one of today's popular search services has probably experienced the frustration of retrieving hundreds, if not thousands, of 'hits' with limited ability to refine or make a more precise search. The wide-scale adoption of descriptive standards and practices for electronic resources will improve retrieval of relevant resources from the so-called 'Internet commons'. Weibel and Lagoze*, two leaders in the field of metadata development, note that—

'The association of standardized descriptive metadata with networked objects has the potential for substantially improving resource discovery capabilities by enabling field-based (e.g., author, title) searches, permitting indexing of non-textual objects, and allowing access to the surrogate content that is distinct from access to the content of the resource itself.'

The most well known resource discovery metadata standard is the Dublin Core Metadata Element Set (DCMES).

1.6   What is AGLS?

The AGLS Metadata Standard is an application profile (a set of metadata properties, policies and guidelines defined for a particular application or implementation) of Dublin Core metadata. Dublin Core metadata aims to facilitate description of a wide range of networked resources. The DCMES used a minimal set of properties, the semantics (meanings) of which were established through consensus by an international, cross-disciplinary group of professionals from librarianship, archives, computer science, text encoding, the museum community, and other related fields of scholarship.

Dublin Core has as its goals the following characteristics:

a)   Simplicity of creation and maintenance.

b)   Commonly understood semantics.

c)   International scope.

d)   Extensibility.

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* Weibel, S. L., & Lagoze, C. (1997). An element set to support resource discovery. *International Journal on Digital Libraries, 1.*

The DCMI website (http://dublincore.org/) documents the original 15 descriptors of the DCMES and the more recent set of DCMI Metadata Terms. The International Organization for Standardization issued the DCMES as ISO 15836-2003 and American National Standards Institute issued it as ANSI/NISO Z39.85-2007. The original AGLS Metadata Element Set consisted of 19 elements: the original 15 Dublin Core elements and four additional elements designed for the Australian context.

The properties in the sets of DCMI and AGLS Metadata Terms form the current AGLS Metadata Standard. AGLS can be used for describing both online (i.e. web pages or other networked resources) and offline resources (e.g. books, museum objects, paintings, paper files, etc). AGLS is intended to describe more than information resources—it is also designed to describe services and organisations.

1.7   Why use AGLS metadata?

With so many resources available within an organisation, across the nation or across the world, metadata allows us to describe these resources in simple and small packages of information. Making metadata available to more users is easier than making the resources themselves available. If a resource is worth making available then it is worth describing it with metadata to maximise the ability of users to locate it online and to capture the greatest business value from the resource.

The aim of the AGLS Metadata Standard is to ensure that users searching the Australian information space on the World Wide Web (including intranets and extranets) have fast and efficient access to descriptions of many different resources. AGLS metadata should enable users to locate the resources they need without having to possess a detailed knowledge of where the resources are located or who is responsible for them.

Using standardised descriptions also enables metadata-enabled search engines, particularly search facilities embedded into websites, to do their job more efficiently. This in turn helps users by presenting relevant and meaningful 'hits' in response to search requests.

Increasingly, the World Wide Web is becoming the preferred means of delivering information and services. There is little point investing money and effort in publishing information or delivering a service over the web if the intended audience cannot locate it. The use of standardised metadata schemas such as AGLS, in conjunction with a suitable metadata-enabled search engine, will help users find the resources they require.

A small amount of additional investment in the creation and maintenance of AGLS metadata can significantly increase the return on the initial web publishing investment by improving the management of websites (aligning the business and IT processes driving the creation and provision of resources) as well as improving discoverability of resources to users. With the magnitude of resources available on the Internet, metadata is a unique mechanism that provides a higher quality service for discovery of these resources. AGLS metadata will play an important role in publishing resources—via the Internet—to virtually anyone in the world.

AGLS metadata can also improve resource discovery on intranets and extranets, saving time for staff and partner organisations.

1.8   Extending the AGLS Metadata Standard

AGLS is extensible, so those users with different or more specific metadata needs may add extra properties and encoding schemes to AGLS to meet their own requirements. When developing a new metadata set based on AGLS, it is important to remember that the new set must be compliant with AGLS to the extent that creating metadata for an extension metadata set also creates AGLS metadata. Applying the following principles can meet this aim:

   a)   Any existing AGLS properties used in a new metadata set must retain the same semantics as those defined in this Standard.

b) Mandatory properties in AGLS must remain mandatory in the new set.

c) The semantics of any properties added in the new metadata set must be consistent with the semantics of existing properties, including any with sub-property relations to existing properties.

In addition, extensions should use—

i. Vocabulary Encoding Schemes for any new properties whose content is to be drawn from a controlled list of values; and/or

ii. Syntax Encoding Schemes for new properties following a formal notation.

As the AGLS Maintenance Agency, the National Archives of Australia is interested in other metadata sets based on AGLS, and their degree of compatibility with AGLS. If an organisation has developed or is about to develop a metadata standard based on AGLS, the National Archives would be very interested to receive information about the new standard in order to monitor compatibility and for possible inclusion as an example in future versions of this Standard. Contact the AGLS Maintenance Agency (see section 9) with details about the standard and the semantics of the properties.

1.9   Compatibility issues and the 'dumb-down rule'

As an application profile of the Dublin Core standard, it is important for AGLS to remain compatible and consistent with DC. This is done by making changes to the AGLS Metadata Standard that reflect changes to the Dublin Core standard. As metadata standards evolve over time, it is essential to allow for legacy applications. A guiding principle established by the DCMI to ensure compatibility is the so-called 'dumb-down' rule. This rule states that a property (element) value must be meaningful when no sub-properties or encoding schemes (qualifiers) are present.

For example, a value for the spatial property must be meaningful when the property is in the legacy form DC.coverage. Similarly in AGLS, the value for the act property must make sense when the element is in the legacy form AGLS.mandate. Likewise, the value of a property must be meaningful when no vocabulary encoding scheme is specified. For example, a value for documentType must make sense whether or not the AGLS Document Vocabulary Encoding Scheme is specified.

More detailed information about application of the 'dumb-down' rule is on the DCMI website (http://dublincore.org/documents/usageguide/). More information about metadata evolution and legacy applications is in clause 4.4.

1.10   AGLS and other Australian metadata initiatives

AGLS is only one of several resource discovery metadata initiatives in Australia. Most of the other initiatives are based on either DC or AGLS. One exception is the ANZLIC Metadata Standard for describing spatial data sets. The ANZLIC standard is similar to other international geographic metadata standards and conforms to AS/NZS ISO 19115-2005. More information about the ANZLIC Metadata Standard is on the ANZLIC website (http://www.anzlic.org.au/metadata/).

There are other significant Australian resource discovery metadata standards based on AGLS or DC. Usually, metadata that conforms to one of these metadata standards will also comply with the AGLS standard. More information can be obtained from the following URLs:

a) Education Network Australia (EdNA), a metadata standard based on DC for describing education resources.
(http://www.edna.edu.au/edna/go/resources/metadata/)

b) HealthInsite, a metadata standard based on AGLS, developed by the Commonwealth Department of Health and Ageing for describing resources related to all aspects of health. (http://www.healthinsite.gov.au/metadata.cfm)

1.11 AGLS and other international metadata initiatives

There are significant international resource discovery metadata standards based on DC. Usually, metadata that conforms to one of these other metadata standards will also comply with the AGLS standard. A non-exhaustive list of examples is—

a) The Open Archives Initiative (OAI) develops and promotes interoperability standards to improve access to digital resources for eScholarship, eLearning, and eScience. The OAI Protocol for Metadata Harvesting is compatible with DC. (http://www.openarchives.org/)

b) The Open Language Archives Community (OLAC) is an international partnership of institutions and individuals who are creating a worldwide virtual library of language resources. The OLAC Metadata Standard is compatible with DC. (http://www.language-archives.org/)

c) Open Digital Rights Language (ODRL) is an open standard for rights expressions in digital publishing. An ODRL rights statement may be included in an XML metadata record. (http://odrl.net/)

d) AS/NZS ISO 19115-2003 Geographic information—Metadata defines the model required for describing geographic information resources. It provides information about the identification, quality, spatial and temporal extent, spatial reference and distribution of geographic resources. Though this standard is suitable for digital geographic resources it can also be used for non-digital geographic and non-geographic resources.

2   IMPLEMENTING AGLS

2.1   Which resources to describe with AGLS metadata

Organisations need to consider who their clients are or what market they are filling. This will help decide which resources to describe with AGLS metadata. Organisations can describe resources individually or at an aggregate (collection) level.

An organisation needs to decide which of its resources requires AGLS metadata. This can be a staged process. It is not necessary to describe every resource. For example, an organisation may decide initially to apply AGLS metadata to all the information resources on its public website, then progressively to other resources (e.g. services), first at the collection level then at an individual level. This may be extended to resources on intranets and extranets for staff and partner organisations. Ultimately, which resources you describe depends on the purpose of the resources.

Resources can be documents on web servers, client services which may be provided online or offline, collections of videos, an organisation itself, or people. There is no real limit to what can be described using AGLS metadata. AGLS metadata helps users locate resources (services or information they require) either by linking to the resource (e.g. a web address) or by providing contact information (e.g. the street address, phone number or details) for a particular resource.

A good rule to follow is 'If it's worth publishing online, it's worth AGLS metadata'. Embedding the AGLS metadata approach into a publishing quality process may also prove a useful management and authoring practice. If information is relevant to clients, it is likely to be subject to a publishing quality process. This Standard complements and extends that process.

2.2   Creating AGLS metadata

Primarily, the creator or publisher of a resource will create the metadata that describes it. Software tools that automatically extract or create some of the metadata can aid this process. Third parties may 'add value' to the AGLS metadata over time.

In some cases, an organisation may use the services of information management professionals or intermediaries to help apply AGLS metadata to resources.

2.3   Updating metadata

Not all AGLS metadata properties are mandatory. An organisation can add to or update its AGLS metadata at any time, so there is no need to capture all details at once. AGLS metadata is dynamic and flexible, so it can easily cater for changes and additions over time.

2.4   Benefits and costs

With proper AGLS metadata, an organisation's clients will be able to find information and services offered by the organisation more easily. Effort must be put into creating such metadata for an organisation's resources.

Adoption of this Standard will provide long-term benefits for an organisation. There is a serious, but not overwhelming, commitment needed to support AGLS metadata. The initial effort may be high, but over time the benefits are worthwhile.

Business case analyses for adopting metadata have shown many significant benefits, including—

a)   providing clients with a seamless method for accessing resources;

b)   enabling clients to locate resources without needing a detailed knowledge of organisational structures;

c)   helping staff to locate resources on intranets, especially when providing call centre or shop front services to clients;

d)   helping partner organisations locate resources on restricted extranets;

e)   where necessary, providing extensive information about a resource without allowing access to the resource itself;

f)   providing a consistent, national approach to resource access;

g)   ensuring high-quality information and services are comprehensively available;

h)   providing consistent information management procedures;

i)   providing a rich and competitive environment for dissemination of resources of all types; and

j)   providing a means of ranking results so that those most relevant to the client are displayed first.

2.5   Retrofitting AGLS metadata

It is most cost-effective to create metadata as early as possible in the life of a resource— ideally when the resource is created or published.

An organisation needs to decide whether to describe existing (legacy) resources with AGLS metadata or update legacy applications of AGLS metadata created to earlier standards. This is a business decision that requires careful consideration of the benefits over the costs.

2.6   How much to describe

An organisation must consider its clients' needs. At what level do they want to find resources? Do they need individual documents or collections of documents? An analysis of clients' demands and expectations is important in determining the level of detail you apply with AGLS metadata.

2.7 How to prioritise agls metadata

How important is it that clients get access to resources? How quickly do they need it? Answering these questions will determine how to prioritise creation and dissemination of AGLS metadata.

2.8 Thesaurus terms

A thesaurus is a type of controlled vocabulary which has many benefits for information description and discovery. Use of a thesaurus is very important for applying consistent AGLS metadata. It is strongly recommended that, if a relevant thesaurus exists within an organisation, it be used for the appropriate properties; otherwise consider establishing a thesaurus that meets a community's needs, or using an existing thesaurus compiled by another organisation.

Using controlled language sets ensures consistent descriptive terminology and aids efficient and high-quality information retrieval. Correct application of thesaurus terms to describe resources will enable end-users to discover those resources. A properly constructed resource description thesaurus acts as a common language between the organisation and the community, especially when integrating thesaurus terms with the search facility via pick lists or by automatic redirection of non-preferred search terms.

There are both subject thesauruses and functional thesauruses. A descriptor from a subject thesaurus describes the intellectual content of a resource. There are many subject thesauruses already available for organisation use. A functional thesaurus captures the role of the resource, that is, to which business activity the resource relates. Organisations are encouraged to develop their own functional thesauruses based on an analysis of their business processes. These thesauruses will be useful for both recordkeeping classification and online resource description.

2.9 Administrative metadata

In some cases, organisations may also benefit from capturing information, called administrative metadata, that indicates when the AGLS metadata was created or updated and who was responsible. An organisation may have extra administrative metadata properties specific to an area of work or community needs.

Other extensions to AGLS metadata are permissible and easily supported. If an organisation has a need for more specific metadata, then extending AGLS is the preferred mechanism (see Clause 1.8).

2.10 AGLS metadata deployment: checklist

2.10.1 General

Currently, the most common mechanism to deploy AGLS metadata is embedding the metadata record in the <head> section of the HTML/XHTML code for the web resource. Alternative mechanisms such as metadata repositories and separate metadata files can be used (see clause 3.5.3). An organisation can use any of the tools listed in clause 3.6 to generate the <meta> tags associated with a resource. The <meta> tags would then need to be inserted into the document, or the separate metadata files created and placed on the web server. With one of these mechanisms in place, metadata enabled search engines will locate the AGLS metadata and enter it into a repository. If an organisation wishes its resource(s) to be discovered and accessible by specific community audiences (e.g. business, health, education), it is important that the metadata also conform to the metadata standards (which are based on AGLS) of these sector-specific groups.

2.10.2 Manual metadata

Below is a checklist for embedding manual AGLS metadata, encoded in HTML/XHTML <meta> tags, into web documents.

STEP 1—Select a metadata creation tool that best meets your needs. Familiarise yourself with this tool. (See the list in clause 3.6.)

STEP 2—Using the tool, enter the mandatory and any conditional AGLS metadata properties about the resource. This will provide the minimum information required. (See the AGLS metadata summary in Appendix A.)

STEP 3—Using the tools, enter any recommended and optional AGLS metadata properties about the resource based on the business purpose of the resource and the requirements of the clients. While many properties are optional, there are occasions when the more information you provide the most useful the description will be.

STEP 4—Using the tool, export the AGLS metadata into the <meta> tag format.

STEP 5—Using your preferred editor or word processor, open the HTML/XHTML document and insert the <meta> tag text at the beginning of the document. This is usually right after the <head> tag.

STEP 6—Validate the document using a validation tool such as Xerces or Saxon.

STEP 7—Submit the HTML/XHTML document to the web server.

STEP 8—Ensure that search engines can harvest and process the metadata.

2.10.3 Metadata using a metadata registry

Below is a checklist for creating AGLS metadata through a shared metadata database or registry. This approach can be useful in the context of a portal linking to resources provided by others, linking data to metadata and vice versa. The database or registry system needs to be configured to accept AGLS metadata and users will need tools that will create valid metadata records. A metadata registry can be implemented as part of an enterprise architecture system.

STEP 1 –Familiarise yourself with the metadata management tools in the repository or database.

STEP 2—Using the tool, enter the values of mandatory and any conditional AGLS metadata properties about the resource. This will provide the minimum information required. (See the AGLS metadata summary in Appendix A.)

STEP 3—Using the tool, enter any recommended and optional AGLS metadata properties about the resource based on the business purpose of the resource and the requirements of the clients. While many properties are optional, there are occasions when the more information you provide the more useful the description will be.

STEP 4—Submit the metadata for inclusion in the repository or database according to your usual submission procedures

STEP 5—Ensure that access is provided to the AGLS metadata records to relevant users and systems.

STEP 6—Ensure that search engines or shared databases/registries can harvest and process the metadata.

2.10.4 Metadata using a resource management or enterprise architecture system

Below is a checklist for creating AGLS metadata through a resource management or enterprise architecture system. The resource management system needs to be configured to accept AGLS metadata and resource creators/providers will need tools that will create valid metadata records. When implementing a resource management system, content management system or enterprise architecture, support for AGLS metadata should be included in the design stage.

STEP 1—Familiarise yourself with the metadata management tools in the resource management system.

STEP 2—Using the tool, enter the values of mandatory and any conditional AGLS metadata properties about the resource. This will provide the minimum information required. (See the AGLS metadata summary in Appendix A.)

STEP 3—Using the tool, enter any recommended and optional AGLS metadata properties about the resource based on the nature and business purpose of the resource and the requirements of the clients. While many properties are optional, there are occasions when the more information you provide the better the description will be.

STEP 4—Submit the document for publication according to your usual publication procedures.

STEP 5—Ensure that search engines can harvest and process the metadata.

3   AGLS METADATA TECHNICAL ISSUES

3.1   Technology options

There are several technology options for creating, storing and accessing AGLS metadata. These will evolve over time as new products and services become available and as new features are added. This Section details some of the current options for creating and managing AGLS metadata. This area is rapidly changing as the marketplace articulates organisational metadata needs.

Deploying metadata within an enterprise architecture framework should be an integrated part of such a project. Management of metadata within an enterprise architecture framework will assist in the internal management of network-retrievable resources as well as improving resource discovery.

3.2   Creating and storing metadata

The linkage between a metadata record and the resource(s) it describes may take one of two forms:—

  a)   Properties may be contained in a record separate from the item (e.g. a library catalogue); or

  b)   The metadata may be embedded in the resource itself (e.g. Cataloguing In Publication (CIP) data printed on the verso of a book's title page).

Many metadata standards, including the Dublin Core standard, do not prescribe either type of linkage, leaving the decision to each particular implementation.

Ideally, metadata should be created using a purpose-built tool, so metadata creators need not be concerned with the syntax. Metadata creation tools can be—

  i.   part of a resource creation system, such as a word processor;

  ii.   part of a resource management system, such as an electronic record keeping system, a web-based registration system (e.g. Business Entry Point), or a content management system; or

  iii.   stand-alone tools.

Metadata can be stored in two main ways:

  a)   In a database or registry separately from the resource; or

  b)   Embedded within the resource being described.

A database or registry storing metadata can be implemented using many technologies. It may be a relational database management system or just a file system containing metadata records. Specific business needs and resource types will determine metadata storage choices.

Some resources can contain their own metadata. For example, it is possible to embed metadata within web pages using the HyperText Markup Language (HTML) and eXtensible HyperText Markup Language (XHTML) <meta> tag. It is also possible to encode metadata in XML (eXtensible Markup Language) and RDF (Resource Description Framework) syntax.

3.3   Collection-Level Description

In the case of a collection-level AGLS metadata record, it is essential to provide a full description of the set of resources in the collection, as this metadata record would cover multiple resources. To help users find items within collections which might be relevant to their enquiry, the modified property should be updated to reflect changes to items contained in the collection. For example, the modified property should be updated when existing items are modified or when new items are added to the collection level resource. This is especially necessary when describing collections of electronic resources not individually described by their own metadata.

Organisations might choose to create collection-level AGLS records linked to high-level entry pages on their website. This would be an appropriate strategy when taking a business decision not to create metadata for every item on the website. It is important that the collection-level AGLS records describe all the resources in the collection, not just the high-level entry page.

3.4   Describing services using AGLS metadata

Services offered to the public are resources, as are any other online or offline information sources. Services are, however, a much more active resource than documents containing information. For resource discovery purposes, resource description needs a different approach when the described resource is a service.

The *AGLS Metadata Standard: Australian Government Implementation Manual* explains in detail how to use the AGLS Metadata Standard for describing services. Although this manual was developed for government agencies, the principles set out in the document may be used as the basis for describing services offered by non-government organisations. The Manual defines a service in this way:

'a service exists where a relationship is established between a business function of a government agency and a person's identified needs. Examples of government services are providing family allowance assistance and delivering water supply.'

3.5   Metadata access standards

Metadata must be accessible in a standard way so that search engines can easily find the resource descriptions and provide this information to the user. There are three main mechanisms for accessing metadata. Each has advantages and disadvantages. The information systems used by an organisation or that harvest an organisation's metadata reflect these capabilities.

3.5.1   Embedded metadata

This mechanism uses current technologies supported by the web and HTML/XHTML. Metadata records are included within HTML/XHTML files using the <meta> tag. If the resource being described is itself an HTML/XHTML file, the metadata becomes an integral part of the resource being described and is written to conform to the syntax of the HTML/XHTML version being used.

However, one drawback of this mechanism is that non-HTML/XHTML resources (e.g. offline resources and services) must have HTML/XHTML descriptions if they are to be described

using metadata. This requires creation of 'front-end' HTML/XHTML pages to contain metadata for such things as PDF documents, Microsoft Word documents or image files. This is one of the simplest methods of creating resource discovery metadata. However a potential drawback is that, when parts of the metadata change, for instance following administrative change, some of the metadata embedded in each HTML/XHTML file will need to be updated or changed.

Metadata can be embedded in Portable Document Format (PDF) files and graphics formats such as JPEG, JPEG 2000, GIF, PNG, HTML, TIFF, Adobe Illustrator, PSD and PostScript using the Extensible Metadata Platform (XMP). XMP metadata can describe a file as a whole but can also describe parts of a file such as individual pages or embedded images. It also permits documents to be created from components and retain the original metadata associated with the components.

XML and the Resource Description Framework (RDF) encodings of AGLS metadata will allow more structure within embedded AGLS metadata records.

3.5.2   Stand-alone metadata

It is possible to create separate metadata records using XML and RDF. These can be linked from individual pages or collection level pages. Where it is not possible to provide a direct link from a resource (e.g. PDF, Word or image files) to its associated metadata, a link to the metadata file can be provided from an index or collection level page linking to those resources.

3.5.3   Metadata repositories

This mechanism involves using databases to store and manage metadata descriptions. Metadata databases, also called metadata repositories, are queried for metadata records using standard information retrieval protocols.

The method of storing metadata in a database provides more flexibility, as there are no static records. The metadata can be made available in various arrangements or syntaxes that can easily be modified over time. An added advantage of storing AGLS metadata in a database is the ease with which global changes and amendments can be made after initial creation. On the other hand, setting up the metadata repository in the first place is more difficult than simply embedding metadata in HTML pages, and does have implications for retrieval of the metadata by search engines.

Initially, metadata records from databases should support their native syntaxes, but move towards standards such XML and RDF over time.

3.5.4   Resource management systems

This mechanism involves exploiting an organisation's resource management system. These systems provide significant amounts of metadata describing resources (e.g. databases, documents and records) and services. The metadata managed by resource management systems is often sophisticated and may support recordkeeping activities, resource management and resource archiving as well as resource discovery. However, such metadata can often be translated to the standards required by a resource discovery system. Examples of resource management systems include recordkeeping systems, electronic document management systems, web content management systems, records management systems and collection management systems.

Some resource management systems can provide automatic facilities to support—

  a)   export of selected metadata records into either of the mechanisms above; and/or

  b)   public access to selected records within the resource management system.

If an organisation has a resource management system, this mechanism may not require significant new investment and could help consolidate metadata management. The National

Archives of Australia has published a recordkeeping metadata standard which designers and developers of recordkeeping and other resource management systems can use to meet organisation recordkeeping metadata needs. The standard is an extension of the AGLS Metadata Standard. Systems that create and capture metadata described by the recordkeeping metadata standard can create AGLS metadata for export to a web environment as needed.

Where selected resources in a management system are made available to the public, care must be taken to maintain access restrictions when exporting resources or providing direct access. Use the accessRights property in all cases where there are restrictions on access or use.

3.6   AGLS metadata tools

Tools or systems are available for creating and managing general metadata. In addition, it is expected that systems will be developed that specifically support AGLS in free and commercial products.

A list of general metadata tools is available at http://metadata.net/tools.html and http://dublincore.org/tools/

There are a range of eXtensible Metadata Platform (XMP) tools for embedding metadata in PDF documents and image files.

Most, if not all currently available database products can be configured to accept AGLS metadata properties. However they should be properly configured to generate metadata conforming to the current Standard.

4   USING THE AGLS METADATA PROPERTIES

4.1   Obligation

4.1.1   Obligation categories

The AGLS Metadata Standard consists of properties based on the Dublin Core standard. AGLS metadata properties fall into four obligation categories—

   a)   mandatory—these properties must be present in all metadata records;

   b)   conditional—these properties must be present under certain circumstances;

   c)   recommended—there may be valid reasons in particular circumstances not to include these properties, but the full implications must be understood and carefully weighed; and

   d)   optional—these properties are truly optional.

Implementations that use Recommended or Optional properties must be fully interoperable with those that do not.

4.1.2   Mandatory properties

Three AGLS properties must be present in a metadata record for compliance with this Standard. The mandatory properties are—

   a)   creator;

   b)   title; and

   c)   date (or a related property).

In the case of date, this Standard specifies that the date property or at least one of the related available, created, dateCopyrighted, dateLicensed, issued, modified or valid properties must appear in a metadata description to be a valid instance of date.

4.1.3   Conditional properties

Three AGLS properties are conditional and must be present under certain circumstances. The Conditional properties are—

a)   availability (mandatory for offline resources);

b)   identifier (mandatory for online resources); and

c)   publisher (mandatory for information resources).

In the case of identifier and availability, at least one of those two properties must appear in a metadata description depending on the nature of the resource. If the resource is only available online, the identifier property must be used. If the resource is only available offline, the availability property must be used. If the resource is available both online and offline, both properties may be used.

The publisher property must be used for descriptions of information resources (it is optional for descriptions of services).

4.1.4   Recommended properties

Five AGLS properties are recommended in certain circumstances. There may be valid reasons in particular circumstances not to include these properties, but the full implications must be understood and carefully weighed. The recommended properties are—

a)   description;

b)   function (if subject is not used);

c)   language (where the language of the resource is not English);

d)   subject (if function is not used); and

e)   type.

In the case of function and subject, this Standard recommends that at least one of those two properties should appear in a metadata description.

The language property should be used where the language of the described resource is not English.

The use of recommended properties should be consistent when describing collections of similar or related resources.

4.1.5   Optional properties

All other properties are optional.

4.2   General characteristics

Every property has several common characteristics, including—

a)   the property may be repeated;

b)   the value of the property may contain any number of words or numbers and there is generally no fixed limit to the length of the property value. Use discretion as too much metadata will defeat the purpose of succinct descriptions; and

c)   the value of the property may be in any (written) language. (This is not to be confused with the language property, which defines the language in which the resource itself is expressed.) For most Australian purposes, Australian English (en-AU) is recommended. See Appendix H for a guide to encoding language values.

Section 6 includes detailed information about each property and examples of how they are used.

4.3   Encoding schemes

Encoding schemes add meaning to a property by indicating how to interpret the value. There are two types of encoding schemes—Vocabulary Encoding Schemes and Syntax Encoding Schemes.

Vocabulary Encoding Schemes indicate that the value is a term from an existing controlled vocabulary (thesaurus). Examples of Vocabulary Encoding Schemes include DCMIType, LCSH, MESH, AGIFT, APAIS, AglsJuri and agls-audience.

Syntax Encoding Schemes indicate that the value is formatted in accordance with a formal notation or an externally defined standard. Values encoded with Syntax Encoding Schemes are primarily machine-processible. Examples of Syntax Encoding Schemes include URI, ISBN, ISO8601, AglsAgent and GOLD.

Examples of schemes that may be used with AGLS properties are listed in the property descriptions in section 6. These lists are not exhaustive. Organisations may use whatever schemes are appropriate to their functions and activities but should provide clear references to whatever scheme is used.

As AGLS Maintenance Agency, the National Archives of Australia is interested in encoding schemes being used with the AGLS Metadata Standard. Organisations are encouraged to contact the AGLS Maintenance Agency (see Section 9) with details about schemes they are using in the deployment of AGLS metadata for their resources. The National Archives also requests information about Vocabulary Encoding Schemes and Syntax Encoding Schemes so it can ensure that schemas for AGLS are up to date. The National Archives maintains a list of different Vocabulary Encoding Schemes and Syntax Encoding Schemes and their application on the AGLS website (http://www.agls.gov.au).

4.4   AGLS metadata evolution

As metadata standards evolve over time, it is essential that search engines and metadata repositories are able to interpret metadata records using—

   a)   the current version of this Standard, including recognising new properties and current preferred formatting; and

   b)   earlier versions of the Standard to cater for legacy metadata.

New properties, Vocabulary Encoding Schemes and Syntax Encoding Schemes may be added to the Standard as the use of AGLS metadata increases and new services are created to provide advanced search services. AS 5045.1 will evolve over time to meet this need, and to take into account changes to Dublin Core. Implementers of AGLS are encouraged to make suggestions to the AGLS Maintenance Agency (see Section 9).

4.5   Syntax options

Data must be written in a standard syntax for it to be exchanged and understood by networked computers. Syntax is the mechanism for 'delivering' metadata records, and can be quite independent of the storage option chosen, although storage options can influence the syntax chosen for delivery. Consideration should be given to supporting a common syntax for communicating and delivering metadata, independently of how it is stored and accessed.

HTML/XHTML is the most commonly used form of standardised syntax over the World Wide Web. The Resource Description Framework (RDF) is a standard for resource description and discovery using XML and offers the promise of reducing syntax problems. AGLS metadata may be expressed in any syntax appropriate to an organisation's business needs and technical requirements. The most important consideration is to use a syntax that will support the harvesting of metadata by suitable metadata-enabled search engines.

Clauses 4.6 and 4.7 describe AGLS metadata written in HTML 4.01 and XHTML 1.0 respectively. Use of metadata tools for creating either form of encoded metadata is

recommended, as described in clause 3.6. HTML and XHTML syntaxes may be checked for conformity using the free World Wide Web Consortium Markup Validation Service (http://validator.w3.org/).

NOTE: The validation service only verifies that the HTML/XHTML syntax is valid, not that the metadata is valid or useful.

4.6   HTML syntax

HTML is syntactically limited and no longer recommended by W3C, but is still widely used in legacy systems. XHTML 1.0 (a reformulation of HTML conforming to XML syntax) replaced HTML in January 2000. New implementations should use XHTML. Suitable conventions regarding the content of attributes of <meta> tags permit recording of most aspects of AGLS.

The conventions for encoding AGLS in HTML in legacy systems are based on a note for the Dublin Core Metadata Initiative, titled Expressing Dublin Core in HTML/XHTML meta and link elements. A full version of this is available on the DCMI website (http://dublincore.org/documents/2008/08/04/dc-html/).

4.6.1   Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme. Identifying the namespace of a metadata term is required for metadata to be machine-processible. Namespace prefixes are used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken: DCTERMS for Dublin Core and AGLSTERMS for AGLS. The identities of the relevant namespaces, using the HTML <link> tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for the current versions of Dublin Core and AGLS are:

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
```

Legacy implementations using DC and AGLS elements must reference the legacy namespaces:

```
<link rel="schema.DC" href="http://purl.org/dc/elements/1.1/">
<link rel="schema.AGLS" href="http://www.agls.gov.au/agls/1.2/">
```

4.6.2   Properties

Properties are encoded using the name and content attributes of the HTML <meta> tag. Use the following forms are recommended:

```
<meta name="DCTERMS.property" content="Value">
<meta name="AGLSTERMS.property" content="Value">
```

For example:

```
<meta name="DCTERMS.date" content="2007-07-18">
<meta name="AGLSTERMS.function" content="School education">
```

Special characters in the value may be encoded as an HTML character entity reference. For example, an accented letter E:

```
<meta name="DCTERMS.creator" content="Da Costa, Jos&eacute;">
```

4.6.3   Encoding schemes

Where a scheme is specified, the namespace (the logical grouping and unique identification of a set of metadata terms) of the Vocabulary Encoding Scheme or Syntax Encoding Scheme must also be specified, e.g. "DCTERMS.URI" or "AGLSTERMS.AGIFT". Where a scheme is

specified, the value must be encoded in the content according to that scheme, including use of any punctuation characters.

Encoding schemes are encoded using the scheme attribute of the HTML <meta> tag. Use the following forms:

```
<meta name="DCTERMS.property" scheme="DCTERMS.Scheme" content="Value">
<meta name="AGLSTERMS.property" scheme="AGLSTERMS.Scheme" content="Value">
```

For example—

```
<meta name="DCTERMS.date" scheme="DCTERMS.ISO8601" content="2007-07-18">
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="School
education">
```

4.6.4   Language of the value

Where the language of the value is indicated, it is be encoded using the lang attribute of the HTML <meta> tag. For example:

```
<meta name="DCTERMS.title" lang="en-AU" content="Directory of
organisations">
```

4.6.5   Example page in HTML

The following example is in HTML 4.01 Strict syntax.

Note: The example contains more than the minimum number of properties required.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01//EN"
 "http://www.w3.org/TR/html4/strict.dtd">
<html>
<head>
<title>Services to Government</title>
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/records-management/ ">
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia; address=Queen
Victoria Terrace, Parkes, ACT; contact=+61 2 6212 3600">
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent" content="
corporateName=National Archives of Australia; address=Queen Victoria
Terrace, Parkes, ACT; contact=+61 2 6212 3600">
<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/info/copyright.aspx">7
<meta name="DCTERMS.title" content="Records Management">
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="archives;
information management; public administration">
<meta name="DCTERMS.description" lang="en-AU" content="This page provides
access to information about records and recordkeeping in the Commonwealth,
including references to standards, guidelines and advice.">
<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="en-AU">
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia">
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="recordkeeping standards">
```

```
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="1998-08-27">
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2008-01-29">
<meta name="AGLSTERMS.aggregationLevel" content="collection">
<meta name="AGLSTERMS.category" content="service">
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="guidelines">
<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="text/html">


  <!-- Any other header information -->
</head>
<body>
  <p><!-- Page content --></p>
</body>
</html>
```

4.7   XHTML syntax

XHTML 1.0 is reformulation of HTML 4 conforming to XML syntax. The conventions for
encoding AGLS in XHTML are based on a note for the Dublin Core Metadata Initiative, titled
Expressing Dublin Core in HTML/XHTML meta and link elements. A full version of this is
on the DCMI website (http://dublincore.org/documents/2008/08/04/dc-html/).

The syntax of XHTML is slightly different from HTML because XHTML is case sensitive and
requires a trailing '/' before the closing '>' in the <link> and <meta> tags.

4.7.1   Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme.
Identifying the namespace is required for metadata to be machine-processible. Use
namespace prefixes in the property names to indicate the logical grouping and unique
identification of a set of metadata terms from which the property is taken: DCTERMS for
Dublin Core and AGLSTERMS for AGLS. Encode the namespace using the HTML <link> tag
using the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI" />
```

The namespace encoding for the current versions of Dublin Core and AGLS are:

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
```

Legacy implementations using DC and AGLS elements must reference the legacy
namespaces:

```
<link rel="schema.DC" href="http://purl.org/dc/elements/1.1/" />
<link rel="schema.AGLS" href="http://www.agls.gov.au/agls/1.2/" />
```

4.7.2   Properties

Properties are encoded using the name and content attributes of the XHTML <meta> tag. Use
the following forms:

```
<meta name="DCTERMS.property" content="Value" />
<meta name="AGLSTERMS.property" content="Value" />
```

For example:

```
<meta name="DCTERMS.date" content="2007-07-18" />
<meta name="AGLSTERMS.function" content="School education" />
```

Special characters in the value may be encoded as an HTML character entity reference. For
example, an accented letter E:

```
<meta name="DCTERMS.creator" content="Da Costa, Jos&eacute;" />
```

4.7.3   Encoding schemes

Where a scheme is specified, the namespace of the Vocabulary Encoding Scheme or Syntax Encoding Scheme must also be specified, e.g. "DCTERMS.URI" or "AGLSTERMS.AGIFT". The value must be encoded in the content according to the specified scheme, including the use of any punctuation characters.

Encoding schemes are encoded using the scheme attribute of the XHTML <meta> tag. Use the following forms:

```
<meta name="DCTERMS.property" scheme="DCTERMS.Scheme" content="Value" />
<meta name="AGLSTERMS.property" scheme="AGLSTERMS.Scheme" content="Value" />
```

For example:

```
<meta name="DCTERMS.date" scheme="DCTERMS.ISO8601" content="2007-07-18" />

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities" />

<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="School
education" />
```

4.7.4   Language of the value

Where the language of the value is indicated, it is encoded using the `xml:lang` attribute of the XHTML <meta> tag. For example:

```
<meta name="DCTERMS.title" xml:lang="en-AU" content="Directory of
organisations" />
```

For metadata records encoded in XHTML 1.0 Transitional syntax (XHTML designed to be compatible with HTML 4) both `lang` and `xml:lang` attributes may be used, however the value of the `xml:lang` attribute takes precedence.

4.7.5   Example page in XHTML

The following example is in XHTML 1.0 Strict syntax.

 The example contains more than the minimum number of properties required.

```
<?xml version="1.0"?>
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Strict//EN"
 "http://www.w3.org/TR/xhtml1/DTD/xhtml1-strict.dtd">
<html xmlns="http://www.w3.org/1999/xhtml" xml:lang="en-AU">
<head>
<title>Services to Government</title>
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/recordkeeping/default.html" />
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Archives of Australia; address=Queen
Victoria Terrace, Parkes, ACT; contact=+61 2 6212 3600" />
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent" content="
corporateName=National Archives of Australia; address=Queen Victoria
Terrace, Parkes, ACT; contact=+61 2 6212 3600" />
<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/html/copyright.html" />
<meta name="DCTERMS.title" content="Services to Government" />
```

```
<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="archives;
information management; public administration" />
<meta name="DCTERMS.description" xml:lang="en-AU" content="This page
provides access to information about records and recordkeeping in the
Commonwealth, including references to standards, guidelines and advice." />
<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="en-AU" />
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Commonwealth of Australia" />
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT"
content="recordkeeping standards" />
<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="1998-08-27"
/>
<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2008-01-29"
/>
<meta name="AGLSTERMS.aggregationLevel" content="collection" />
<meta name="AGLSTERMS.category" content="service" />
<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="guidelines" />
<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="application/xhtml+xml" />

  <!-- Any other header information -->
</head>
<body>
  <!-- Page content -->
</body>
</html>
```

4.7.6   Further information

Further information about encoding Dublin Core metadata in XHTML is available from the DCMI website (http://dublincore.org/documents/2008/08/04/dc-html/). The conventions described there also apply to AGLS properties and encoding schemes.

4.8   Preferred formatting in HTML/XHTML

Previous versions of this Standard (and other DCMI and W3C standards) made different recommendations for the formatting of properties. These differences relate to the different namespaces being used. For example previous recommendations—

   a)   Specified using an uppercase first letter for the names of DCMES elements, for example 'Title' rather than 'title';

   b)   Specified prefixing element refinements by the element being refined, for example 'DC.Date.modified' rather than 'DCTERMS.modified'; and

   c)   Did not specify using a namespace prefix for encoding scheme names, for example 'URI' rather than 'DCTERMS.URI'.

These forms of encoding are acceptable, as are legacy metadata records created using previously recommended formatting, but are no longer the preferred form. In general, DCMI recommends that any software applications that consume DC/AGLS records embedded into HTML/XHTML should ignore the case of namespace prefixes and property names. This means that all the following forms should be treated as being equivalent:

```
<meta name="DCTERMS.date" content="2007-07-18" />
<meta name="dcterms.Date" content="2007-07-08" />
<meta name="DCTERMS.date" content="2007-07-18" />
```

Likewise, the following forms should be treated as being equivalent:

```
<meta name="DCTERMS.Date" scheme="ISO8601" content="2007-07-18" />
<meta name="dcterms.Date" scheme="dcterms.ISO8601" content="2007-07-18" />
<meta name="DCTERMS.date" scheme="DCTERMS.ISO8601" content="2007-07-18" />
```

In each of the examples above, the last line is the preferred form that should be used. Metadata generation applications must generate new metadata in the preferred form.

Legacy applications may use properties with sub-property relations (previously called 'element refinements') in their legacy form. The following forms should be treated as being equivalent, however all DC and AGLS properties are free standing and the last line is the preferred form.

```
<meta name="DC.Date.modified" content="2007-07-18" />
<meta name="DC.date.modified" content="2007-07-18" />
<meta name="DCTERMS.modified" content="2007-07-18" />

<meta name="DC.Rights.righgsHolder" content="National Archives of Australia"
/>
<meta name="DC.rights.righgsholder" content="National Archives of Australia"
/>
<meta name="DCTERMS.rightsHolder" content="National Archives of Australia"
/>

<meta name="DC.Type.aggregationLevel" content="collection" />
<meta name="DC.type.aggregationlevel" content="collection" />
<meta name="AGLSTERMS.aggregationLevel" content="collection" />
```

Over time, it is recommended that implementers use the semantically more precise DCTERMS and AGLSTERMS properties, as they more closely follow emerging notions of best practice for machine-processible metadata.

Search engines and metadata repositories must be able to interpret metadata records in older forms to cater for legacy metadata as well as the current preferred form.

4.9 OTHER SYNTAXES

4.9.1   General

Other syntaxes may be used to express AGLS metadata, such as XML and RDF. XML and RDF syntaxes are case sensitive and the formatting rules are stricter than HTML. The National Archives of Australia has produced guides to expressing AGLS metadata in XML and RDF which includes examples of encoding AGLS metadata records. These guides are available from the AGLS website (http://www.agls.gov.au).

4.9.2   XML syntax

XML is a more sophisticated markup language than HTML and it is possible to express quite complex metadata structures using XML. The National Archives of Australia has produced a guide to expressing AGLS metadata in XML which includes examples of encoding AGLS metadata records. This guide is available from the AGLS website (http://www.agls.gov.au).

Further information about encoding Dublin Core metadata in XML is available from the DCMI website (http://dublincore.org/documents/dc-xml/). The conventions described there also apply to AGLS properties and encoding schemes.

4.9.3   RDF Syntax

The Resource Description Framework (RDF) is a general purpose language for representing information in a minimally constraining, flexible way. Each metadata property is repeatable in HTML/XHTML but there is no defined order of properties. RDF supports ordering whereas HTML/XHTML does not. The ordering of multiple occurrences of the same

property (e.g. creator) may have a significance intended by the provider, such as in academic publishing where the ordering of authors is significant.

The National Archives of Australia has produced a guide to expressing AGLS metadata in RDF which includes examples of encoding AGLS metadata records. This guide is available from the AGLS website (http://www.agls.gov.au).

Further information about encoding Dublin Core metadata in RDF is available from the DCMI website (http://dublincore.org/documents/dc-rdf/). The conventions described there also apply to AGLS properties and encoding schemes.

4.9.4   RDFa in XHTML

Web browsers can provide only minimal assistance to humans in parsing and processing web data. RDFa is a thin layer of Resource Description Framework metadata which can be added to web content to make it machine readable as well as human readable.

Further information about encoding RDFa in XHTML is available from the World Wide Web Consortiu, website (http://www.w3.org/TR/xhtml-rdfa-primer/). Many formalised metadata properties, including Dublin Core and AGLS Terms, can be used.

RDFa is only formally specified for XHTML 1.1. While most known RDFa parsers will recognise RDFa in any version of HTML, and no known browser will fail after adding RDFa markup, RDFa will not validate in HTML at present.

Example

```
<div xmlns:dcterms="http://purl.org/dc/terms/">

  <span property="dcterms:title" xml:lang="en-AU">An approach to the
  preservation of digital records</span> was first published in <span
  property="dcterms:created" content="2002-10">October 2002</span> by
  the <span property="dcterms:creator">National Archives of
  Australia</span> and revised in <span
  property="dcterms:modified">2007</span>.

</div>
```

4.9.5   HTML5

HTML5, the next revision of the HTML standard, is still under development by the World Wide Web Consortium. Proposed features include semantic markup of of content, including resource management and resource discovery metadata. As it still a draft specification, no recommendations or guidelines on the use of AGLS in HTML5 can be made at this time.

5   AGLS METADATA PROPERTIES AND EXAMPLES

5.1   Properties and descriptions

Table 5.1 contains a summary of AGLS properties and properties with 'sub-property of' relations.

TABLE 5.1: AGLS PROPERTY SUMMARY

AGLS property	Obligation	Related properties
audience	Optional	
availability	Conditional	
contributor	Optional	
coverage	Optional	jurisdiction temporal spatial
creator	Mandatory	
date	Mandatory	available created dateCopyrighted dateLicensed issued modified valid
description	Recommended	
format	Optional	extent medium
function	Recommended	
identifier	Conditional	bibliographicCitation
language	Recommended	
mandate	Optional	act regulation case
publisher	Conditional	
relation	Optional	conformsTo hasFormat hasPart hasVersion isBasedOn isBasisFor isFormatOf isPartOf isReferencedBy isRequiredBy isVersionOf replaces isReplacedBy references requires
rights	Optional	accessRights license protectiveMarking rightsHolder

source	Optional	
subject	Recommended	
title	Mandatory	alternative
type	Recommended	aggregationLevel category documentType serviceType

5.2 Overview

In the property descriptions in Table 6.2, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere to the case conventions in the property names given below. This will avoid conflicts if converting the metadata to a case-sensitive syntax.

This Standard shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. The National Archives of Australia has produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding AGLS metadata records. These guides are available from the AGLS website (http://www.agls.gov.au).

Examples in the current preferred form are normative. Examples in legacy form are informative.

The Mandatory properties (and their related properties) are listed first, then Conditional properties, then Recommended properties and finally all Optional properties are listed alphabetically. The properties are grouped around the 19 property names previously known as elements under old DC and AGLS standards.

Related properties (properties with sub-property of relations) are grouped with the major properties.

The description of each property in the following pages uses the structure shown in Table 5.2. Encoding schemes and the default values are only shown where applicable.

TABLE 5.2: METADATA PROPERTY DESCRIPTION

Term name	A token assigned to the term, unique within the term's namespace.
Label	The human-readable label assigned to the term.
HTML/XHTML syntax	The HTML/XHTML syntax label for the term.
XML/RDF syntax	The XML/RDF syntax label for the term.
Definition	A statement that represents the concept and essential nature of the term.
Obligation	The obligation status of the term.
Encoding scheme(s)	Valid Vocabulary Encoding Schemes and/or Syntax Encoding Schemes indicating how the value is to be interpreted. The list of valid encoding schemes given for each property may not be exhaustive.
Enumerated values	An exact listing of all acceptable values. No values other than those shown may be used.
Default value	The assumed value if none is specified.

5.3 Creator property

5.3.1 Attributes

Table 5.3 sets out the attributes for the creator property.

TABLE 5.3: CREATOR PROPERTY

Term name	creator

Label	Creator
HTML/XHTML syntax	DCTERMS.creator
XML/RDF syntax	dcterms:creator
Definition	An entity primarily responsible for making the resource.
Obligation	Mandatory
Syntax encoding schemes	AglsAgent, GOLD, URI

5.3.2 Guidelines for use of creator

The creator will usually be the name of the person or organisation responsible for creating the content of the resource. If the creator is not known, set the value as "unknown".

When expressing personal names, the name should be in the form of the last name followed by a comma, then the first name (e.g. "Smith, Mary"). In the case of organisations where there is a need to express a hierarchy for the creator, express the full hierarchy from largest to smallest (e.g. "Ajax Service Consulting Pty Ltd, IT Services Division, Web Consulting Team").

Where agents are described in detail as a related description (see Section 7), the agent description may be referenced as a URI.

NOTE: Metadata creators must be mindful of privacy issues when including personal information in metadata.

5.3.3 HTML examples for creator

```
<meta name="DCTERMS.creator" content="Smith, Peter">

<meta name="DCTERMS.creator" content="Ajax Service Consulting Pty Ltd, IT
Services Division, Web Consulting Team">

<meta name="DCTERMS.creator" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234">

<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia">

<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=BHP Corporate Library; contact=+61 3 9999 9999;
address=5th floor, 1111 Smith Street, Flemington, Victoria">

Legacy form

<meta name="DC.creator" content="Smith, Peter">
```

5.3.4 XHTML examples for creator

```
<meta name="DCTERMS.creator" content="Jones, Sally" />

<meta name="DCTERMS.creator" content="Acme Widget Holding Limited" />

<meta name="DCTERMS.creator" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234" />

<meta name="DCTERMS.creator" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia" />
```

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=BHP Corporate Library; contact=+61 3 9999 9999;
address=5th floor, 1111 Smith Street, Flemington, Victoria" />

Legacy form

<meta name="DC.creator" content="Jones, Sally" />
```

5.4 Date property and related properties

5.4.1 Attributes

Table 5.4 sets out the attributes for the date property and related properties.

TABLE 5.4: DATE AND RELATED PROPERTIES

Term name	Date
Label	date
HTML/XHTML syntax	DCTERMS.date
XML/RDF syntax	dcterms:date
Definition	A point or period of time associated with an event in the life of the resource.
Obligation	Mandatory unless a related property is used.
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	available
Label	Date Available
HTML/XHTML syntax	DCTERMS.available
XML/RDF syntax	dcterms:available
Definition	Date (often a range) that the resource became or will be available.
Obligation	Optional
Syntax encoding schemes	ISO8601, Period
Term name	created
Label	Date Created
HTML/XHTML syntax	DCTERMS.created
XML/RDF syntax	dcterms:created
Definition	Date of creation of the resource.
Obligation	Optional—may be used in place of date.
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	dateCopyrighted
Label	Date Copyrighted
HTML/XHTML syntax	DCTERMS.dateCopyrighted
XML/RDF syntax	dcterms:dateCopyrighted
Definition	Date of creation of the resource.
Obligation	Optional
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	dateLicensed
Label	Date Licensed
HTML/XHTML syntax	AGLSTERMS.dateLicensed
XML/RDF syntax	aglsterms:dateLicensed

Definition	Date a license was applied or became effective.
Obligation	Optional
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	issued
Label	Date Issued
HTML/XHTML syntax	DCTERMS.issued
XML/RDF syntax	dcterms:issued
Definition	Date of formal issuance (e.g. publication) of the resource.
Obligation	Optional—may be used in place of date.
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	modified
Label	Date Modified
HTML/XHTML syntax	DCTERMS.modified
XML/RDF syntax	dcterms:modified
Definition	Date on which the resource was changed.
Obligation	Optional—may be used in place of date.
Syntax encoding schemes	ISO8601, XSD.date, XSD.dateTime
Term name	valid
Label	Date Valid
HTML/XHTML syntax	DCTERMS.valid
XML/RDF syntax	dcterms:valid
Definition	Date (often a range) of validity of a resource.
Obligation	Optional—may be used in place of date.
Syntax encoding schemes	ISO8601, Period

5.4.2 Guidelines for use of date and related properties

The available, created, dateCopyrighted, dateLicensed, issued, modified and valid properties have a sub-property relationship to the date property. These related properties may be used in place of the date property to meet the mandatory obligation requirement for date.

Where the date property is used alone, the date in the value is taken to be the creation date. Use narrower terms such as created and modified to specify multiple dates in the lifecycle of the resource.

Dates must be formatted according to ISO 8601 Extended Format. This specifies dates in the form YYYY-MM-DD, and can accommodate times (e.g. 2001-04-30T13:23:31+10:00). The full syntax for date and time encoding is in Appendix I.

Use the valid property with ISO 8601 or the DCMI Period Syntax Encoding Schemes for specifying a range of dates when the information is valid.

5.4.3 XSD Date and Time Data Types

The W3C XML Schema Definition (XSD) Date and Time Data Types may be used as a Syntax Encoding Scheme for the date, created, dateCopyrighted, dateLicensed, issued and modified properties. In such cases the XSD namespace must be linked.

```
HTML
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#">
XHTML
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />
```
Dates alone (e.g. 2008-01-22) must use XSD.date as the encoding scheme. Dates with times (e.g. 2008-01-22T15:35:00+11:00) must use XSD.dateTime as the encoding scheme.

5.4.4 Describing services

Use the available property with the ISO 8601 or DCMI Period Syntax Encoding Schemes for periodic or seasonal service availability.

5.4.5 HTML examples for date and related properties

```
<meta name="DCTERMS.date" content="2002-03-17">

<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2002-03-17">

<meta name="DCTERMS.created" scheme="XSD.date" content="2002-03-17">

<meta name="DCTERMS.created" content="1980">

<meta name="DCTERMS.valid" scheme="DCTERMS.Period" content="start=2001-05-01; end=2001-09-30">

<meta name="DCTERMS.valid" scheme="DCTERMS.ISO8601" content="2007/-">

<meta name="DCTERMS.available" scheme="DCTERMS.Period" content="start=2008-07-01; end=2007-09-30">

<meta name="DCTERMS.available" scheme="DCTERMS.ISO8601" content="2008-07-01T09:00:00+10:00/2008-10-30T16:00:00+11:00">

<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2008-01-16T14:34:51+11:00">

<meta name="DCTERMS.modified" scheme="XSD.dateTime" content="2008-01-16T14:34:51+11:00">

<meta name="DCTERMS.dateCopyrighted" scheme="DCTERMS.ISO8601" content="2004-06-08">

<meta name="AGLSTERMS.dateLicensed" scheme="DCTERMS.ISO8601" content="2007-06-18">

Legacy form

<meta name="DC.date" content="2002-03-17">

<meta name="DC.date.modified" content="2002-03-17">
```

5.4.6 XHTML examples for date and related properties

```
<meta name="DCTERMS.date" content="2002-03-17" />

<meta name="DCTERMS.created" scheme="DCTERMS.ISO8601" content="2002-03-17" />

<meta name="DCTERMS.created" scheme="XSD.date" content="2002-03-17" />

<meta name="DCTERMS.created" content="1980" />

<meta name="DCTERMS.valid" scheme="DCTERMS.Period" content="start=2001-05-01; end=2001-09-30" />

<meta name="DCTERMS.available" scheme="DCTERMS.ISO8601" content="2007-05-01/2007-09-30" />

<meta name="DCTERMS.valid" scheme="DCTERMS.ISO8601" content="2007/-" />

<meta name="DCTERMS.modified" scheme="DCTERMS.ISO8601" content="2008-01-16T14:34:51+11:00" />

<meta name="DCTERMS.modified" scheme="XSD.dateTime" content="2008-01-16T14:34:51+11:00" />
```

```
<meta name="DCTERMS.available" scheme="DCTERMS.ISO8601" content="2008-07-
01T09:00:00+10:00/2008-10-30T16:00:00+11:00" />

<meta name="DCTERMS.dateCopyrighted" scheme="DCTERMS.ISO8601" content="2004-
06-08" />

<meta name="AGLSTERMS.dateLicensed" scheme="DCTERMS.ISO8601" content="2007-
06-18" />

Legacy form

<meta name="DC.date" content="2002-03-17" />

<meta name="DC.date.modified" content="2002-03-17" />
```

5.5   Title property and related properties

5.5.1   Attributes

Table 5.5 sets out the attributes for the title property and related properties.

TABLE 5.5: TITLE PROPERTY AND RELATED PROPERTIES

Term name	Title
Label	title
HTML/XHTML syntax	DCTERMS.title
XML/RDF syntax	dcterms:title
Definition	A name given to the resource.
Obligation	Mandatory
Term name	alternative
Label	Alternative Title
HTML/XHTML syntax	DCTERMS.alternative
XML/RDF syntax	dcterms:alternative
Definition	An alternative name for the resource.
Obligation	Optional

5.5.2   Guidelines for use of title and related properties

The alternative property has a sub-property relationship to the title property.

It is often difficult to decide the correct title for a resource. Creation of ad hoc titles for resources is not recommended. General guidelines are—

(a)   for online resources, use the content of the HTML <title> tag if it clearly describes the resource (do not use the file name); or

(b)   for offline resources and services, use the wording of the title of the resource where this conveys the correct meaning for the resource.

Ensure that titles are meaningful as most search engines will use these in search results. Subtitles should be included in the title value.

The alternative property should be used where the resource is also known under a different title, or where the title has recently changed and the resource is still known by its previous title. It may also include abbreviations and acronyms by which a resource is known. It should not be used for subtitles.

When describing multilingual resources, the title should be repeated in each applicable language.

5.5.3   Describing services

Use the wording of the title of the service where this conveys the correct meaning for the service, or a naming convention that best identifies the service. Title may identify an individual service or a group of services depending on the organisational structure for service delivery.

5.5.4   HTML examples for title and related properties

```
<meta name="DCTERMS.title" content="Investigation into Research and
Development Funding in Australia">
```

```
<meta name="DCTERMS.alternative" content="The Mortimer Report">
```

```
<meta name="DCTERMS.title" content="Automatic dependent surveillance-
broadcast">
```

```
<meta name="DCTERMS.alternative" content="ADS-B">
```

```
<meta name="DCTERMS.title" lang="en" content="Information for Surgery
Patients">
```

```
<meta name="DCTERMS.title" lang="it" content="Informazioni per i Pazienti
del reparto chirurgia">
```

Legacy form

```
<meta name="DC.title" content="Investigation into Research and Development
Funding in Australia">
```

```
<meta name="DC.title.alternative" content="The Mortimer Report">
```

5.5.5   XHTML examples for title and related properties

```
<meta name="DCTERMS.title" content="Indigenous Business Development Program"
/>
```

```
<meta name="DCTERMS.alternative" content="Records of the Anglo-Australian
Expedition to the Gunnung Sewu Karst." />
```

```
<meta name="DC.title" xml:lang="en" content="Information for Surgery
Patients" />
```

```
<meta name="DC.title" xml:lang="it" content="Informazioni per i Pazienti del
reparto chirurgia" />
```

Legacy form

```
<meta name="DC.title" content="Investigation into Research and Development
Funding in Australia" />
```

```
<meta name="DC.title.alternative" content="The Mortimer Report" />
```

5.6 Availability property

5.6.1 Attributes

Table 5.6 sets out the attributes of the availability property.

TABLE 5.6: AVAILABILITY PROPERTY

Term name	Availability
Label	availability
HTML/XHTML syntax	AGLSTERMS.availability
XML/RDF syntax	aglsterms:availability
Definition	How the resource can be obtained or accessed, or contact information for obtaining the resource.
Obligation	Conditional—Mandatory for descriptions of offline resources
Syntax encoding scheme	AglsAvail, URI

5.6.2 Guidelines for use of availability

The availability property is primarily for offline resources (including offline electronic resources, such as on portable media) to provide information on how clients may obtain physical access to a resource. The value of the property may use the AGLS Availability Syntax Encoding Scheme, described in Appendix C, or a free text description of how to obtain the resource.

If a resource is available both online and offline, use the identifier property to reference the online resource. Use the availability property to identify where a user may be able to access or obtain the relevant service offline.

Where availability is described in detail as a related description (see Section 8), the availability description may be referenced as a URI.

5.6.3 Describing services

Provide details of how to obtain the service using the structure described in the AGLS Availability Syntax Encoding Scheme. Metadata provided in this property supports both direct and mediated searching (e.g. call centre operator). Repeat the availability property to show multiple access points. Fees or pricing may be included, but may be inappropriate if a complex schedule of pricing exists.

5.6.4 HTML examples for availability

```
<meta name="AGLSTERMS.availability" scheme="Contact the Publications Section
on 1300 999 999.">
```

```
<meta name="AGLSTERMS.availability" scheme="DCTERMS.URI"
content="http://example.org/services/id5678">
```

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=Better Read Than Dead; address=121 King Street,
Newtown, NSW; hours=Mon-Sat 09:30—21:00, Sun 10:00—18:00; cost=$29.95">
```

Legacy form

```
<meta name="AGLS.availability" content="Assistance is available by
contacting the after hours hotline on 1800 999 999">
```

5.6.5 XHTML examples for availability

```
<meta name="AGLSTERMS.availability" content="Assistance is available by
contacting the after hours hotline on 1800 999 999" />
```

```
<meta name="AGLSTERMS.availability" scheme="DCTERMS.URI"
content="http://example.org/services/id5678" />

<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=Better Read Than Dead; address=121 King Street,
Newtown, NSW; hours=Mon-Sat 09:30 — 21:00, Sun 10:00 — 18:00; cost=$29.95"
/>
```

Legacy form

```
<meta name="AGLS.availability" content="Assistance is available by
contacting the after hours hotline on 1800 999 999" />
```

5.7   Identifier property and related properties

5.7.1   Attributes

Table 5.7 sets out the attributes for the identifier property and related properties.

TABLE 5.7: IDENTIFIER PROPERTY AND RELATED PROPERTIES

Term name	Identifier
Label	identifier
HTML/XHTML syntax	DCTERMS.identifier
XML/RDF syntax	dcterms:identifier
Definition	An unambiguous reference to the resource within a given context.
Obligation	Conditional — Mandatory for online resources
Syntax encoding schemes	DOI, ISBN, ISSN, URI
Term name	bibliographicCitation
Label	Bibliographic Citation
HTML/XHTML syntax	DCTERMS.bibliographicCitation
XML/RDF syntax	dcterms:bibliographicCitation
Definition	A bibliographic reference for the resource.
Obligation	Optional

5.7.2   Guidelines for use of identifier and related properties

The bibliographicCitation property has a sub-property relationship to the identifier property.

Recommended practice is to identify the resource by means of a string or number conforming to a formal identification system. Examples of formal identification systems include the Universal Resource Identifier (URI) which includes the Uniform Resource Locator (URL), Uniform Resource Name (URN), the Digital Object Identifier (DOI), International Standard Book Number (ISBN), International Standard Serial Number (ISSN) and Universally Unique Identifier (UUID).

Where an organisation has its own system of classification or control symbols for offline resources, these may also be used as identifiers.

The identifier property will only work for online resources being described with a persistent, stable URI. Web systems that dynamically generate resources with a different URI each time cannot support the deployment of AGLS metadata and thus should not be used by organisations implementing AGLS.

The property may be repeated to provide this information for online resources such as formal publications that also bear an International Standard Book Number (ISBN) or International Standard Serial Number (ISSN).

5.7.3   HTML examples for identifier and related properties

```
<meta name="DCTERMS.identifier" content="A1200 L13582C">
```

```
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.agls.gov.au/documents/usageguide/">

<meta name="DCTERMS.identifier" scheme="DCTERMS.ISBN" content="0-642-42242-
7">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="urn:isbn:0-
642-42242-7">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:uuid:4ef86ac0-de5b-1028-bad9-000E35A1F66C">

<meta name="DCTERMS.identifier" scheme="DCTERMS.DOI" content="10.1000/182">

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:doi:10.1000/182">

<meta name="DCTERMS.bibliographicCitation" content="A. Cunningham and M.
Phillips, Accountability and accessibility: ensuring the evidence of e-
governance in Australia. Aslib Proceedings 57.4 (2005): 301-317">
```

Legacy form

```
<meta name="DC.identifier" content="A1200 L13582C">
```

5.7.4 XHTML examples for identifier and related properties

```
<meta name="DCTERMS.identifier" content="A1200 L13582C" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.agls.gov.au/documents/usageguide/" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.ISBN" content="0-642-42242-
7" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI" content="urn:isbn:0-
642-42242-7" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:uuid:f81d4fae-7dec-11d0-a765-00a0c91e6bf6" />

<meta name="DCTERMS.identifier" scheme="DCTERMS.DOI" content="10.1000/182"
/>

<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="urn:doi:10.1000/182" />

<meta name="DCTERMS.bibliographicCitation" content="A. Cunningham and M.
Phillips, Accountability and accessibility: ensuring the evidence of e-
governance in Australia. Aslib Proceedings 57.4 (2005): 301-317" />

Legacy form

<meta name="DC.identifier" content="A1200 L13582C" />
```

5.8 Publisher property

5.8.1 Attributes

Table 5.8 sets out the attributes for the publisher property.

TABLE 5.8: PUBLISHER PROPERTY

Term name	Publisher
Label	publisher
HTML/XHTML syntax	DCTERMS.publisher
XML/RDF syntax	dcterms:publisher
Definition	An entity responsible for making the resource available.
Obligation	Conditional—Mandatory for information resources (optional for descriptions of services)
Syntax encoding schemes	AglsAgent, GOLD, URI

5.8.2 Guidelines for use of publisher

Use this property to provide information about ownership of the resource. It may be the same as creator, where this is an organisation name, but may be the parent organisation or separate office of a higher-level organisation, where these smaller units are the creator. Values may use the AGLS Agent Syntax Encoding Scheme, described in Appendix B.

Where agents are described in detail as a related description (see Section 7), the agent description may be referenced as a URI.

5.8.3 Describing services

This property may be used to provide details of the organisation that provides access to the service. However the use of the publisher property for service descriptions is optional.

5.8.4 HTML examples for publisher

```
<meta name="DCTERMS.publisher" content="Acme Widget Holdings Limited">

<meta name="DCTERMS.publisher" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234">

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia">

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Rural Real Estate; address=16 Haybale Avenue,
Wheatfield, SA; hours=Mon-Fri 08:00-16:00, Sat 08:00-12:00">

Legacy form


<meta name="DC.publisher" content="Australian Government Publishing
Service">
```

5.8.5 XHTML examples for publisher

```
<meta name="DCTERMS.publisher" content="Standards Australia" />

<meta name="DCTERMS.publisher" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234" />

<meta name="DCTERMS.publisher" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia" />
```

```
<meta name="DCTERMS.publisher" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Rural Real Estate; address=16 Haybale Avenue,
Wheatfield, SA; hours=Mon-Fri 08:00-16:00, Sat 08:00-12:00" />
```

Legacy form

```
<meta name="DC.publisher" content="Acme Widget Holdings Limited" />
```

5.9   Description property

5.9.1   Attributes

Table 5.9 sets out the attributes for the description property.

TABLE 5.9: DESCRIPTION PROPERTY

Term name	Description
Label	description
HTML/XHTML syntax	DCTERMS.description
XML/RDF syntax	dcterms:description
Definition	An account of the resource.
Obligation	Recommended

5.9.2   Guidelines for use of description

Use description for a brief textual description of the content and/or purpose of the resource. The value of this property is useful for simple resource discovery, remembering that search engines often display text from the description property. Text entered in the description property should be succinct and clearly describe the contents or attributes of the resource(s) to which the metadata applies.

It is particularly useful for describing non-textual resources such as services, images and video clips, sound files etc. The information for this property should be based on the subject and/or purpose of the resource itself.

There is no limit conceptually on how much text the description property can contain, but most harvesters impose character limits on the length of the text and search engines may not display the entire description in a search result.

When describing multilingual resources, this property should be repeated in each applicable language.

5.9.3   Describing services

Using this property is strongly recommended for services. It should provide a concise description of the content and/or purpose of the service, be client-focused, short enough to read out over the telephone, and identify the problem rather than the solution.

5.9.4   HTML examples for description

```
<meta name="DCTERMS.description" content="This is a guide providing
procedures for the application of AGLS metadata to web pages.">
```

```
<meta name="DCTERMS.description" lang="en-AU" content="This site provides
information for parents on the location of child care services and the range
of government financial assistance available, including the Supplementary
Services Program (SUPS) and the Special Needs Subsidy Scheme (SNSS).">
```

Legacy form

```
<meta name="DC.description" content="Entry point and index for XYZ Project
website.">
```

5.9.5 XHTML examples for description

```
<meta name="DCTERMS.description" content="A monthly electronic newsletter
for librarians and information specialists." />
```

```
<meta name="DCTERMS.description" xml:lang="en-AU" content="A collection of
AGLS encoding guidelines." />
```

```
Legacy form
```

```
<meta name="DC.description" content="This site provides information for
parents on the location of child care services and the range of government
financial assistance available, including the Supplementary Services Program
(SUPS) and the Special Needs Subsidy Scheme (SNSS)." />
```

5.10 Function property

5.10.1 Attributes

Table 5.10 sets out the attributes of the function property.

TABLE 5.10: FUNCTION PROPERTY

Term name	Function
Label	function
HTML/XHTML syntax	AGLSTERMS.function
XML/RDF syntax	aglsterms:function
Definition	The business function to which the resource relates.
Obligation	Recommended if subject is not used
Vocabulary encoding scheme	AGIFT

5.10.2 Guidelines for use of function

Using this property is recommended to describe the business function of the organisation to which the described resource relates.

  NOTE: The function property does not relate to the function of the resource itself.

Specific business units of an organisation will generally be responsible for particular functions. There may be variation in the values within the function property between business units and their resources. Separate terms or phrases by a semicolon.

Use an organisation-specific functional thesaurus, if one exists, as a source of terms for the function property. Organisation-specific functional thesauruses should be developed in accordance with the processes described in AS ISO 15489-2003. The terms may be used without specifying a scheme if there is no formal schema for an organisation-specific functional thesaurus.

Government agencies may use the Australian Governments' Interactive Functions Thesaurus (AGIFT) as a source of function terms and a Vocabulary Encoding Scheme.

5.10.3 Describing services

Using the function property to describe services is recommended even if subject is also used.

5.10.4 HTML examples for function

```
<meta name="AGLSTERMS.function" content="School Education">
```

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="Workers
compensation schemes; Occupational health and safety">
```

Legacy form

```
<meta name="AGLS.function" content="School Education">
```

5.10.5   XHTML examples for function

```
<meta name="AGLSTERMS.function" content="School Education" />
```

```
<meta name="AGLSTERMS.function" scheme="AGLSTERMS.AGIFT" content="Workers
compensation schemes; Occupational health and safety" />
```

Legacy form

```
<meta name="AGLS.function" content="School Education" />
```

5.11   Language property

5.11.1   Attributes

Table 5.11 sets out the attributes of the language property.

TABLE 5.11: LANGUAGE PROPERTY

Term name	Language
Label	language
HTML/XHTML syntax	DCTERMS.language
XML/RDF syntax	dcterms:language
Definition	A language of the resource.
Obligation	Recommended where the language of the resource is not English.
Syntax encoding scheme	RFC4646
Vocabulary encoding scheme	ISO639-3
Default value	en[-AU]

5.11.2   Guidelines for use of language

Use this property to describe the language of the content of the resource. The default value (in RFC4646 format) is English ('en') or Australian English ('en-AU') so using this property is recommended when describing resources in any other language.

Construct values according to RFC 4646 (http://www.ietf.org/rfc/rfc4646.txt), the Internet language description standard. This uses a combination of three ISO standards (ISO 639-1 for language codes, ISO 3166 for country codes and ISO 15924 for script codes).

Where a language does not have an ISO 639-1 two-letter language code, the ISO 639-3 three-letter language code may be used. In such cases DCTERMS.ISO639-3 must be specified as the Vocabulary Encoding Scheme. A full list of the two and three-letter codes is available from the SIL International website (http://www.sil.org/iso639-3)

Appendix H describes guidelines for language encoding.

5.11.3   Describing services

The language property may be used to describe all languages in which a service is available.

5.11.4 HTML examples for language

```
<meta name="DCTERMS.language" content="en">

<meta name="DCTERMS.language" content="fr-CA">

<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="en-AU">

<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="zh-Hans">

<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="zh-Hans-SG">

<meta name="DCTERMS.language" scheme="DCTERMS.ISO639-3" content="ban">


Legacy form

<meta name="DC.language" content="en-AU">

<meta name="DC.language" content="de">
```

5.11.5 XHTML examples for language

```
<meta name="DCTERMS.language" content="en-AU" />

<meta name="DCTERMS.language" content="zh-Hans-CN" />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="pl" />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="en-US" />

<meta name="DCTERMS.language" scheme="DCTERMS.RFC4646" content="gr-Grek" />

<meta name="DCTERMS.language" scheme="DCTERMS.ISO639-3" content="tlh" />


Legacy forms

<meta name="DC.language" content="en-AU" />

<meta name="DC.language" content="ja" />
```

5.12   Subject property

5.12.1   Attributes

Table 5.12 sets out the attributes for the subject property.

TABLE 5.12

SUBJECT PROPERTY

Term name	Subject
Label	subject
HTML/XHTML syntax	DCTERMS.subject
XML/RDF syntax	dcterms:subject
Definition	The topic of the resource.
Obligation	Recommended if function is not used.
Vocabulary encoding schemes	APAIS, APT, LCSH, MESH, TAGS

5.12.2 Guidelines for use of subject

The subject property, utilising a controlled vocabulary, can offer considerable benefits in information retrieval. However it is important that appropriate quality control is exercised. Use a thesaurus or controlled vocabulary to ensure consistency in subject entries across an organisation. In general, choose the most significant and unique subject terms, avoiding those too general to describe a particular resource. Provide adequate terms to allow resource discovery, but do not repeat variations of terms, synonyms, case or tense variations, or alternate spellings. Separate terms or phrases by a semicolon. If the subject of a resource is an individual, the name should be in the form 'Lastname, Firstname'. If the subject of a resource is an organisation, the full legal name of the organisation should be used.

The Australian Public Affairs Information Service (APAIS) is a general thesaurus of humanities and social science terms. It may be used if no other, more appropriate, subject thesaurus exists for the describing the subjects/topics dealt with by an organisation. The APAIS thesaurus is available online from the National Library of Australia (NLA) website (http://www.nla.gov.au/apais/thesaurus/).

Organisations should register Vocabulary Encoding Schemes so the AGLS Maintenance Agency can keep schemas up to date.

When describing multilingual resources, this property may be repeated in each applicable language.

5.12.3 HTML examples for subject

```
<meta name="DCTERMS.subject" content="diabetes prevention and control;
retinal diseases; vision impairments">

<meta name="DCTERMS.subject" lang="en" content="seafood">
<meta name="DCTERMS.subject" lang="fr" content="fruits de mer">

<meta name="DCTERMS.subject" content="Barton, Edmund">

<meta name="DCTERMS.subject" content="Health Services Australia Limited">

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Industrial
research and development">

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APT" content="birds' nests;
eggs; feathers">

<meta name="DCTERMS.subject" scheme="DCTERMS.LCSH" content="World War, 1914-
1918--Campaigns--Turkey--Gallipoli Peninsula">

<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Child custody;
Child support; Child welfare">


Legacy form
<meta name="DC.subject" content="diabetes prevention and control; retinal
diseases; vision impairments">
```

5.12.4 XHTML examples for subject

```
<meta name="DCTERMS.subject" content="metadata; resource description;
resource discovery" />

<meta name="DCTERMS.subject" xml:lang="en" content="seafood" />
<meta name="DCTERMS.subject" xml:lang="fr" content="fruits de mer" />

<meta name="DCTERMS.subject" content="Lawson, Henry" />
```

```
<meta name="DCTERMS.subject" content="Film Finance Corporation Australia" />

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Publishing;
Copyright" />

<meta name="DCTERMS.subject" scheme="DCTERMS.MESH" content="Hearing Loss,
Sudden; Prognosis; Recovery of Function" />

<meta name="DCTERMS.subject" scheme="AGLSTERMS.APAIS" content="Taxation;
Income tax; Income tax deductions; Income tax law" />
<meta name="DCTERMS.subject" scheme="AGLSTERMS.TAGS" content="Income tax;
Tax credits" />



Legacy form
<meta name="DC.subject" content="metadata; resource description; resource
discovery" />
```

5.13   Type property and related properties

5.13.1   Attributes

Table 5.13 sets out the attributes for the type property and related properties.

TABLE 5.13: TYPE PROPERTY AND RELATED PROPERTIES

Term name	Type
Label	type
HTML/XHTML syntax	DCTERMS.type
XML/RDF syntax	dcterms:type
Definition	The nature or genre of the resource.
Obligation	Optional
Vocabulary encoding scheme	DCMIType
Term name	aggregationLevel
Label	Aggregation Level
HTML/XHTML syntax	AGLSTERMS.aggregationLevel
XML/RDF syntax	aglsterms:aggregationLevel
Definition	The level of aggregation of the described resource
Obligation	Optional
Enumerated values	item, collection
Default value	item
Term name	category
Label	Type Category
HTML/XHTML syntax	AGLSTERMS.category
XML/RDF syntax	aglsterms:category
Definition	The generic type of the resource being described
Obligation	Optional
Enumerated values	agent, document, service
Default value	document
Term name	documentType
Label	Document Type
HTML/XHTML syntax	AGLSTERMS.documentType
XML/RDF syntax	aglsterms:documentType
Definition	The form of the described resource where the value of category is 'document'.
Obligation	Optional
Vocabulary encoding scheme	agls-document

Term name	serviceType
Label	Service Type
HTML/XHTML syntax	AGLSTERMS.serviceType
XML/RDF syntax	aglsterms:serviceType
Definition	The form of the described resource where the value of category is 'service'.
Obligation	Optional
Vocabulary encoding scheme	agls-service

5.13.2 Guidelines for use of type and related properties

The aggregationLevel, category, documentType and serviceType properties have a sub-property relationship to the type property.

The type property is one of the more important properties to enable discovery of resources. It signals the aggregation level of a resource and specifies the resource type. Resources may be described with the DCMIType Vocabulary Encoding Scheme. Specific document and service types may be described using the documentType and serviceType properties with the AGLS Document and AGLS Service Vocabulary Encoding Schemes respectively, described in Appendixes E and F.

The documentType property provides information about the recognised form the resource takes, which governs its internal structure and relates to its transactional purpose. It may also relate to the activity that the resource documents (the business function driving the creation or provision of the resource is described using the function property).

Using the aggregationLevel property allows differentiation between collections of items and individual items. For collection level resources (e.g. indexes of other resources) the value of aggregationLevel should be used with the value 'collection'. Search engines may use this to preference collections in search results.

The default value of category is 'document' and the default value of aggregationLevel is 'item'. When describing item-level resources it is only necessary to use the documentType property to specify the type of document. In such cases the category and aggregationLevel properties are not required.

5.13.3 Describing services

The value of the category property must be 'service' when describing a service. Using the serviceType property is recommended to describe the actual business processes or transactions represented by the service (e.g. bookings and reservations, certificates). Appendix F describes the AGLS Service Vocabulary Encoding Scheme which may be used as a source of terms for the serviceType property.

5.13.4 HTML examples for type and related properties

```
<meta name="DCTERMS.type" content="Annual report">

<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="Event">

<meta name="AGLSTERMS.aggregationLevel" content="collection">

<meta name="AGLSTERMS.category" content="service">

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="contract">

<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="bookings and reservations">


Legacy form
```

```
<meta name="DC.type" content="Annual report">

<meta name="DC.type.category" content="service">
```

5.13.5 XHTML examples for type and related properties

```
<meta name="DCTERMS.type" content="Research report" />

<meta name="DCTERMS.type" scheme="DCTERMS.DCMIType" content="Sound" />

<meta name="AGLSTERMS.category" content="agent" />

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="dataset">

<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="benefits and entitlements" />


Legacy form

<meta name="DC.type" content="Research report" />

<meta name="DC.type.serviceType" content="benefits and entitlements" />
```

5.14   Audience property

5.14.1 Attributes

Table 5.14 sets out the attributes of the audience property.

TABLE 5.14: AUDIENCE PROPERTY

Term name	Audience
Label	audience
HTML/XHTML syntax	DCTERMS.audience
XML/RDF syntax	dcterms:audience
Definition	A class of entity for whom the resource is intended or useful.
Obligation	Optional
Vocabulary encoding schemes	agls-audience, ANZSCO, ANZSIC, edna-audience
Default value	All

5.14.2 Guidelines for use of audience

Use of the audience property supports direct targeting of specific community sectors such as families, youth, rural and seniors. Providing this level of granularity allows the search results to be restricted to the area of relevance, or a particular portal. It also allows increased specificity of resources for the user. Separate terms or phrases by a semicolon.

Several Vocabulary Encoding Schemes are available. Appendix G describes the AGLS Audience Vocabulary Encoding Scheme. When using a numbered index such as ANZSCO or ANZSIC, it is recommended that both the number code and the term name are given so a client can search on either the code or the term.

5.14.3 Describing services

Using the audience property is recommended to identify the potential target group and actual users of the service. The target audience may be socio-economic, demographic or geographic. This allows consumers to decide if the service is worth accessing or retrieving, based on knowledge of the target audience. If a service is provided for a particular group, such as youth, indicate this by setting the value of the audience property as 'youth' rather than using subject terms.

5.14.4 HTML examples for audience

```
<meta name="DCTERMS.audience" content="children">

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities; carers">

<meta name="DCTERMS.audience" scheme="AGLSTERMS.edna-audience"
content="Upper primary">

<meta name="DCTERMS.audience" content="Cattle graziers">


<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="rural; primary industry">


<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSIC" content="0142; Beef
Cattle Farming; 0160; Dairy Cattle Farming">


<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSCO" content="121312;
Beef Cattle Farmer; 121313; Dairy Cattle Farmer; 841511; Beef Cattle Farm
Worker; 841512; Dairy Cattle Farm Worker">


Legacy form

<meta name="AGLS.audience" content="youth">
```

5.14.5 XHTML examples for audience

```
<meta name="DCTERMS.audience" content="children" />

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities; rural" />

<meta name="DCTERMS.audience" content="Migrant assistance organisations" />
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="migrants; non-government organisations" />

<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSIC" content="8790;
Social Assistance Services" />
<meta name="DCTERMS.audience" scheme="AGLSTERMS.ANZSCO" content="272412;
interpreter; 272613; welfare worker" />


Legacy form

<meta name="AGLS.audience" content="people with disabilities" />
```

5.15 Contributor property

5.15.1 Attributes

Table 5.15 sets out the attributes for the contributor property.

TABLE 5.15: CONTRIBUTOR PROPERTY

Term name	Contributor
Label	contributor
HTML/XHTML syntax	DCTERMS.contributor
XML/RDF syntax	dcterms:contributor
Definition	An entity responsible for making contributions to the resource.
Obligation	Optional
Syntax encoding	AglsAgent, GOLD, URI

5.15.2 Guidelines for use of contributor

Use to provide the name of a person or organisation with an important but secondary contributory role in the creation of the resource content. The property may be repeated to list multiple contributors. The value of the property may use the AGLS Agent Syntax Encoding Scheme, described at Appendix B.

Where agents are described in detail as a related description (see Section 7), the agent description may be referenced as a URI.

NOTE: Metadata creators must be mindful of privacy issues when including personal information in metadata.

5.15.3 HTML examples for contributor

```
<meta name="DCTERMS.contributor" content="Smith, John">

<meta name="DCTERMS.contributor" content="Web Design Team, Ajax Design
Services Pty Ltd">

<meta name="DCTERMS.contributor" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234">

<meta name="DCTERMS.contributor" scheme="AGLSTERMS.AglsAgent"
content="corporateName=WebDesign; email=webdesign@example.org">

<meta name="DCTERMS.contributor" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia">


Legacy form

<meta name="DC.contributor" content="Web Design Team">
```

5.15.4 XHTML examples for contributor

```
<meta name="DCTERMS.contributor" content="Smith, Jane">

<meta name="DCTERMS.contributor" content="Sprocket Consulting Pty Ltd" />

<meta name="DCTERMS.contributor" content="Australian War Memorial" />

<meta name="DCTERMS.contributor" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234" />

<meta name="DCTERMS.contributor" scheme="AGLSTERMS.GOLD" content="c=AU;
o=Commonwealth of Australia; ou=Department of Prime Minister and Cabinet;
ou=National Archives of Australia">

<meta name="DC.contributor" scheme="AGLSTERMS.AglsAgent"
content="corporateName=WebDesign; email=webdesign@example.org" />


Legacy form

<meta name="DC.contributor" content="Web Design Team" />
```

5.16 Coverage property and related properties

5.16.1 Attributes

Table 5.16 sets out the attributes for the coverage property and related properties.

TABLE 5.16: COVERAGE PROPERTY AND RELATED PROPERTIES

Term name	Coverage
Label	coverage
HTML/XHTML syntax	DCTERMS.coverage
XML/RDF syntax	dcterms:coverage
Definition	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
Obligation	Optional
Vocabulary encoding schemes	AglsJuri, ASGC, TGN
Syntax encoding scheme	Box, Point
Default value	[Commonwealth of] Australia
Term name	jurisdiction
Label	Australian Jurisdiction
HTML/XHTML syntax	AGLSTERMS.jurisdiction
XML/RDF syntax	aglsterms:jurisdiction
Definition	The name of the political/administrative entity covered by the described resource.
Obligation	Optional
Vocabulary encoding schemes	AglsJuri, ASGC
Default value	[Commonwealth of] Australia
Term name	spatial
Label	Spatial Coverage
HTML/XHTML syntax	DCTERMS.spatial
XML/RDF syntax	dcterms:spatial
Definition	Spatial characteristics of the resource.
Obligation	Optional
Vocabulary encoding schemes	ASGC
Syntax encoding schemes	Box, ISO 3166, Postcode
Term name	temporal
Label	Temporal Coverage
HTML/XHTML syntax	DCTERMS.temporal
XML/RDF syntax	dcterms:temporal
Definition	Temporal characteristics of the resource.
Obligation	Optional
Syntax encoding schemes	ISO8601, Period

5.16.2 Guidelines for use of coverage

The jurisdiction, spatial and temporal properties have a sub-property relationship to the coverage property.

Use the coverage property to describe the geographic or time related aspects of the content of a resource. It allows a search to be restricted to resources about a certain place or time. Dates used with the temporal property must be in ISO 8601 format, described at Appendix I. Jurisdiction names should be drawn from the AGLS Jurisdiction Vocabulary Encoding Scheme, described in Appendix D. Local Government Area names should be drawn from the Australian Standard Geographic Classification (ASGC) Vocabulary Encoding Scheme.

> NOTE: When using a numbered index such ASGC, it is recommended that both the number code and the term name are given so a client can search on either the code or the term.

Arbitrary spatial regions not covered by gazetted boundaries may be specified using the DCMI Box Syntax Encoding Scheme.

5.16.3 Note on the use of postcodes

The postcode element refinement from the previous Standard is deprecated. Legacy implementations in the form DC.coverage.postcode are still valid, however there is no postcode property in the AGLSTERMS namespace. Any new description of coverage using postcodes should use the spatial property with the Postcode Syntax Encoding Scheme. Contiguous blocks of postcodes must be separated by a forward slash '/', e.g. 4000/4011 means all postcodes from 4000 to 4011 inclusive. Non-contiguous postcodes must be separated by a semicolon.

5.16.4 Describing services

When targeting programs and services to a restricted geographical area, the full name of each region may be included. Local Government Area names and postcodes may also be used.

When describing—

(c) general material on the legislative and political affairs of a specific legally defined geographic area, use the jurisdiction property;

(d) general geographic, economic, social or cultural affairs having a strong focus on place, to allow for a consistent retrieval within a specified geographic context, use the spatial property; and

(e) time-related characteristics of the resource, use the temporal property.

Use the coverage property to describe the geographic area covered by the service. For information resources, this property may refer to locations or areas covered in the content.

The spatial property may be used to apply the geographic scope of a service (e.g. camping permit for Fraser Island, visiting Kakadu National Park).

5.16.5 HTML examples for coverage

```
<meta name="DCTERMS.coverage" content="Hunter River region">
```

```
<meta name="DCTERMS.coverage" scheme="DCTERMS.Point" content="name=Perth;
east=115.85717; north=-31.95301">
```

```
<meta name="DCTERMS.spatial" content="Central Australia">
```

```
<meta name="DCTERMS.spatial" scheme="AGLSTERMS.ASGC" content="15900;
Newcastle">
```

```
<meta name="DCTERMS.spatial" scheme="DCTERMS.ISO3166" content="AU; NZ">
```

```
<meta name="DCTERMS.spatial" scheme="AGLSTERMS.Postcode" content="2600/2617;
2900/2910">

<meta name="DCTERMS.spatial" scheme="DCTERMS.Box"
content="northlimit=5980000; westlimit=644000; eastlimit=647000;
southlimit=5966000; units=m; projection=UTM zone 55 south; name=Lake
Jindabyne" />

<meta name="DCTERMS.spatial" scheme="AGLSTERMS.Postcode" content="3277;
3280; 3282" />

<meta name="DCTERMS.temporal" scheme="DCTERMS.ISO8601" content="2001-01-
31/2001-10-21">

<meta name="DCTERMS.temporal" scheme="DCTERMS.Period" content="name=Adelaide
Festival of Arts; start=2008-02-29; end=2008-03-16">

<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="WA">


Legacy form

<meta name="DC.coverage" content="Hunter River region">

<meta name="DC.coverage.spatial" content="Tasmania">

<meta name="DC.coverage.postcode" content="2600/2617">
```

5.16.6 XHTML examples for coverage

```
<meta name="DCTERMS.coverage" content="Tasmania" />

<meta name="DCTERMS.coverage" scheme="DCTERMS.Point"
content="east=148.26218; north=-36.45746; elevation=2228; name=Mount
Kosciusko" />

<meta name="DCTERMS.spatial" content="Latrobe Valley" />

<meta name="DCTERMS.spatial" scheme="AGLSTERMS.ASGC" content="10110;
Armidale Dumaresq; 17310; Tamworth Regional" />

<meta name="DCTERMS.spatial" scheme="DCTERMS.ISO3166" content="AU; NZ" />

<meta name="DCTERMS.spatial" scheme="AGLSTERMS.Postcode" content="2600/2617;
2900/2910" />

<meta name="DCTERMS.spatial" scheme="DCTERMS.Box" content="northlimit=-21.3;
southlimit=-21.4; westlimit=139.8; eastlimit=139.9; uplimit=400; downlimit=-
100; name=Duchess Copper Mine" />

<meta name="DCTERMS.temporal" scheme="DCTERMS.Period" content="name=Adelaide
Festival of Arts; start=2008-02-29; end=2008-03-16" />

<meta name="DCTERMS.temporal" scheme="DCTERMS.ISO8601" content="2001-01-
31/2001-10-21" />

<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Tasmania" />


Legacy form

<meta name="DC.coverage" content="Hunter River region" />
```

```
<meta name="DC.coverage.spatial" content="Tasmania" />
```

5.17   Format property and related properties

5.17.1   Attributes

Table 5.17 sets out the attributes of the format property and related properties.

TABLE 5.17: FORMAT PROPERTY AND RELATED PROPERTIES

Term name	Format
Label	format
HTML/XHTML syntax	DCTERMS.format
XML/RDF syntax	dcterms:format
Definition	The file format, physical medium, or dimensions of the resource.
Obligation	Optional
Vocabulary encoding scheme	IMT
Term name	extent
Label	Extent
HTML/XHTML syntax	DCTERMS.extent
XML/RDF syntax	dcterms:extent
Definition	The size or duration of the resource.
Obligation	Optional
Syntax encoding scheme	XSD.duration
Term name	medium
Label	Medium
HTML/XHTML syntax	DCTERMS.medium
XML/RDF syntax	dcterms:medium
Definition	The material or physical carrier of the resource.
Obligation	Optional

5.17.2   Guidelines for use of format and related properties

The extent and medium properties have a sub-property relationship to the format property.

The format property allows the description of the physical or virtual characteristics of the medium of the resource. Values for online resources should be selected from the Internet Media Types (IMT) list of terms. For more information, see Appendix J.

This property allows users to decide if the resource is worth listing, accessing or retrieving based on their capacity to cope with the format. Dimensions and weight of physical resources may be given.

5.17.3   XSD Duration Data Type

The W3C XML Schema Definition (XSD) Duration Data Type may be used as a Syntax Encoding Scheme for the extent property. In such cases the XSD namespace must be linked.

HTML

```
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#">
```

XHTML

```
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema#" />
```

Guidelines for extent duration values are in Appendix I.

5.17.4 Describing services

The format property may describe the method for delivering a service. For example, the value for offline services may be given as 'Call centre' or 'Shop front'.

5.17.5 HTML examples for format and related properties

```
<meta name="DCTERMS.format" content="oil paint on canvas, 850 mm x 500 mm">

<meta name="DCTERMS.format" content="leather bound book, 200x150x25mm">

<meta name="DCTERMS.format" content="call centre">

<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="application/pdf">
<meta name="DCTERMS.extent" content="415 megabytes">
<meta name="DCTERMS.medium" content="CD-ROM">

<meta name="DCTERMS.extent" content="62 minutes">
<meta name="DCTERMS.medium" content="Audio CD">

<meta name="DCTERMS.extent" scheme="XSD.duration" content="PT1H12M">


Legacy form

<meta name="DC.format" content="oil paint on canvas, 850 mm x 500 mm">

<meta name="DC.format.medium" content="CD-ROM">
<meta name="DC.format.extent" content="650 megabytes">
```

5.17.6 XHTML examples for format and related properties

```
<meta name="DCTERMS.format" content="oil paint on canvas, 850 mm x 500 mm"
/>

<meta name="DCTERMS.format" content="shop front" />

<meta name="DCTERMS.medium" content="VHS video">
<meta name="DCTERMS.extent" scheme="XSD.duration" content="PT30M">

<meta name="DCTERMS.format" scheme="DCTERMS.IMT"
content="application/xhtml+xml" />

<meta name="DCTERMS.format" scheme="DCTERMS.IMT" content="application/pdf"
/>
<meta name="DCTERMS.extent" content="1.5 megabytes" />


Legacy form

<meta name="DC.format" content="oil paint on canvas, 850 mm x 500 mm" />

<meta name="DC.format.medium" content="CD-ROM" />
<meta name="DC.format.extent" content="650 megabytes" />
```

5.18 Mandate property and related properties

5.18.1 Attributes

Table 5.18 sets out the attributes of the mandate property and related properties.

TABLE 5.18: MANDATE PROPERTY AND RELATED PROPERTIES

Term name	Mandate
Label	mandate
HTML/XHTML syntax	AGLSTERMS.mandate

XML/RDF syntax	aglsterms:mandate
Definition	A specific legal instrument which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	act
Label	Act
HTML/XHTML syntax	AGLSTERMS.act
XML/RDF syntax	aglsterms:act
Definition	A specific piece of legislation which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	case
Label	Case
HTML/XHTML syntax	AGLSTERMS.case
XML/RDF syntax	aglsterms:case
Definition	A specific piece of case law which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	regulation
Label	Regulation
HTML/XHTML syntax	AGLSTERMS.regulation
XML/RDF syntax	aglsterms:regulation
Definition	A specific regulation which requires or drives the creation or provision of the resource.
Obligation	Optional
Syntax encoding scheme	URI

5.18.2 Guidelines for use of mandate and related properties

The act, case and regulation properties have a sub-property relationship to the mandate property.

The mandate property may be used to describe any legislative or other mandate that requires or drives the creation or provision of the resource. The value of the property may be a text reference or a URI pointing to the legal instrument.

5.18.3 HTML examples for mandate and related properties

```
<meta name="AGLSTERMS.mandate" content="Family Law Act 1975 (Cth)">

<meta name="AGLSTERMS.act" content="Archives Act 1983 (Cth)">

<meta name="AGLSTERMS.case" scheme="DCTERMS.URI"
content="http://www.austlii.edu.au/au/cases/cth/irc/1999/3.html">

<meta name="AGLSTERMS.regulation" content="Great Barrier Reef Region
(Prohibition of Mining) Regulations 1999 (Cth)">


Legacy form

<meta name="AGLS.mandate" content="Family Law Act 1975 (Cth)">

<meta name="AGLS.mandate.act" content="Family Law Act 1975 (Cth)">
```

5.18.4 XHTML examples for mandate and related properties

```
<meta name="AGLSTERMS.mandate" content="Native Title Act 1993 (Cth)" />

<meta name="AGLSTERMS.act" content="Public Records Act 1973 (Vic)" />

<meta name="AGLSTERMS.regulation" content="Great Barrier Reef Region
(Prohibition of Mining) Regulations 1999 (Cth)" />

<meta name="AGLSTERMS.case" scheme="DCTERMS.URI"
content="http://www.austlii.edu.au/au/cases/cth/irc/1999/3.html" />


Legacy form

<meta name="AGLS.mandate" content="Native Title Act 1993 (Cth)" />

<meta name="AGLS.mandate.act" content="Native Title Act 1993 (Cth)" />
```

5.19   Relation property and related properties

5.19.1 Attributes

Table 5.19 sets out the attributes of the relation property and related properties. For all
related properties the obligation is optional and the valid Syntax Encoding Scheme is URI.

TABLE 5.19: RELATION PROPERTY AND RELATED PROPERTIES

Term name	Relation
Label	relation
HTML/XHTML syntax	DCTERMS.relation
XML/RDF syntax	dcterms:relation
Definition	A related resource.
Obligation	Optional
Syntax encoding scheme	URI
Term name	conformsTo
Label	Conforms To
HTML/XHTML syntax	DCTERMS.conformsTo
XML/RDF syntax	dcterms:conformsTo
Definition	An established standard to which the described resource conforms.
Term name	hasFormat
Label	Has Format
HTML/XHTML syntax	DCTERMS.hasFormat
XML/RDF syntax	dcterms:hasFormat
Definition	A related resource that is substantially the same as the pre-existing described resource, but in another format.
Term name	hasPart
Label	Has Part
HTML/XHTML syntax	DCTERMS.hasPart
XML/RDF syntax	dcterms:hasPart
Definition	A related resource that is included either physically or logically in the described resource.
Term name	hasVersion
Label	Has Version
HTML/XHTML syntax	DCTERMS.hasVersion
XML/RDF syntax	dcterms:hasVersion
Definition	A related resource that is a version, edition or adaptation of the described resource.

Term name	isBasisFor
Label	Is Basis For
HTML/XHTML syntax	AGLSTERMS.isBasisFor
XML/RDF syntax	aglsterms:isBasisFor
Definition	A related resource that is a performance, production, derivation, translation or interpretation of the described resource.
Term name	isBasedOn
Label	Is Based On
HTML/XHTML syntax	AGLSTERMS.isBasedOn
XML/RDF syntax	aglsterms:isBasedOn
Definition	A related resource of which the described resource is a performance, production, derivation, translation or interpretation.
Term name	isFormatOf
Label	Is Format Of
HTML/XHTML syntax	DCTERMS.isFormatOf
XML/RDF syntax	dcterms:isFormatOf
Definition	A related resource that is substantially the same as the described resource, but in another format.
Term name	isPartOf
Label	Is Part Of
HTML/XHTML syntax	DCTERMS.isPartOf
XML/RDF syntax	dcterms:isPartOf
Definition	A related resource in which the described resource is physically or logically included.
Term name	isReferencedBy
Label	Is Referenced By
HTML/XHTML syntax	DCTERMS.isReferncedBy
XML/RDF syntax	dcterms:isReferencedBy
Definition	A related resource that references, cites or otherwise points to the described resource.
Term name	isReplacedBy
Label	Is Replaced By
HTML/XHTML syntax	DCTERMS.isReplacedBy
XML/RDF syntax	dcterms:isReplacedBy
Definition	A related resource that supplants, displaces or supersedes the described resource.
Term name	isRequiredBy
Label	Is Required By
HTML/XHTML syntax	DCTERMS.isRequriedBy
XML/RDF syntax	dcterms:isRequiredBy
Definition	A related resource that requires the described resource to support its function, delivery or coherence.
Term name	isVersionOf
Label	Is Version Of
HTML/XHTML syntax	DCTERMS.isVersionOf
XML/RDF syntax	dcterms:isVersionOf
Definition	A related resource of which the described resource is a version, edition or adaptation.
Term name	replaces
Label	Replaces
HTML/XHTML syntax	DCTERMS.replaces
XML/RDF syntax	dcterms:replaces
Definition	A related resource that is supplanted, displaced or superseded by the described resource.

Term name	requires
Label	Requires
HTML/XHTML syntax	DCTERMS.requires
XML/RDF syntax	dcterms:requires
Definition	A related resource that is required by the described resource to support its function, delivery or coherence.

5.19.2 Guidelines for use of relation

The conformsTo, hasFormat, hasPart, hasVersion, isBasedOn, isBasisFor, isFormatOf, isPartOf, isReferencedBy, isRequiredBy, isVersionOf, replaces, isReplacedBy, references and requires properties have a sub-property relationship to the relation property.

The relation property and related properties identify relationships between the described resource and another resource. Typically, the value for this property is a formal identifier (e.g. a URI).

The conformsTo property may be used to indicate that a resource conforms to an externally defined standard, such as the W3C Web Content Accessibility Guidelines (http://www.w3.org/TR/WAI-WEBCONTENT/).

5.19.3 Describing services

The relation property and related properties may be used to link to another service to support linking or integration of multiple services. Identifying a relation may be of value where a relationship, which is not obvious and not identified by a search engine, exists between services or resources (e.g. 'marriage' and 'wills' to support linking for life event applications). Values for this property may be based on experience of shop front or call centre staff. Search tools may pick up related services based on function and/or subject.

5.19.4 HTML examples for relation

```
<meta name="DCTERMS.relation" content="Based on 'The Man from Snowy River'
by A.B. Paterson.">

<meta name="DCTERMS.isReplacedBy" scheme="DCTERMS.URI"
content="http://www.example.org/new_example.html">

<meta name="DCTERMS.references" content="Registry of Births, Deaths and
Marriages, Fact Sheet 6">

<meta name="DCTERMS.isFormatOf" scheme="DCTERMS.URI"
content="http://www.example.org/version2.pdf">

<meta name="DCTERMS.hasFormat" scheme="DCTERMS.URI"
content="http://www.example.org/version3.rtf">

<meta name="DCTERMS.conformsTo" content="Standards Australia, Records
Management (AS ISO 15489), Sydney, 2002">

<meta name="AGLSTERMS.isBasedOn" scheme="DCTERMS.URI"
content="http://www.example.org/englishversion.pdf">


Legacy form

<meta name="DC.relation" content="Based on 'The Man from Snowy River' by
A.B. Paterson.">

<meta name="DC.relation.hasFormat" scheme="URI"
content="http://www.example.org/version2.pdf">
```

5.19.5   XHTML examples for Relation

```
<meta name="DCTERMS.relation" content="Based on 'The Man from Snowy River'
by A.B. Paterson." />

<meta name="DCTERMS.isReplacedBy" scheme="DCTERMS.URI"
content="http://www.example.org/newpage.html" />

<meta name="DCTERMS.references" content="AS 2613-2005 Safety devices for gas
cylinders" />

<meta name="DCTERMS.hasFormat" scheme="DCTERMS.URI"
content="http://www.example.org/version2.pdf" />

<meta name="DCTERMS.conformsTo" scheme="DCTERMS.URI"
content="http://www.ietf.org/rfc/rfc3986.txt" />

<meta name="AGLSTERMS.isBasisFor" scheme="DCTERMS.URI"
content="http://www.example.org/japaneseversion.pdf" />


Legacy form

<meta name="DC.relation" content="Based on 'The Man from Snowy River' by
A.B. Paterson." />

<meta name="DC.relation.hasFormat" scheme="URI"
content="http://www.example.org/version2.pdf" />
```

5.20   Rights property and related properties

5.20.1   Attributes

Table 5.20 sets out the attributes of the rights property and related properties.

TABLE 5.20: RIGHTS PROPERTY AND RELATED PROPERTIES

Term name	Rights
Label	rights
HTML/XHTML syntax	DCTERMS.rights
XML/RDF syntax	dcterms:rights
Definition	Information about rights held in and over the resource.
Obligation	Optional
Syntax encoding schemes	URI
Default value	Copyright Commonwealth of Australia [current year]
Term name	accessRights
Label	Access Rights
HTML/XHTML syntax	DCTERMS.accessRights
XML/RDF syntax	dcterms:accessRights
Definition	Information about who can access the resource.
Obligation	Optional
Syntax encoding schemes	URI
Term name	license
Label	License
HTML/XHTML syntax	DCTERMS.license
XML/RDF syntax	dcterms:license
Definition	A legal document giving official permission to do something with the resource.
Obligation	Optional
Syntax encoding schemes	URI

Term name	protectiveMarking
Label	Protective Marking
HTML/XHTML syntax	AGLSTERMS.protectiveMarking
XML/RDF syntax	aglsterms:protectiveMarking
Definition	A protective marking applied to the described resource.
Obligation	Optional
Default value	Unclassified
Term name	rightsHolder
Label	Rights Holder
HTML/XHTML syntax	DCTERMS.rightsHolder
XML/RDF syntax	dcterms:rightsHolder
Definition	A person or organisation owning or managing rights over the resource.
Obligation	Optional
Syntax encoding schemes	AglsAgent, GOLD, URI

5.20.2 Guidelines for use of rights and related properties

The accessRights, license, protectiveMarking and rightsHolder properties have a sub-property relationship to the rights property.

The rights property may be used for copyright statements about information resources, and may be text or a URI pointing to a copyright statement. The accessRights and license properties may be used to describe access conditions applying to the described resource.

Where the rightsHolder agent is described in detail as a related description (see Section 7), the agent description may be referenced as a URI.

The protectiveMarking property should be used to indicate the security status of the resource. This property is primarily intended for government use but has applications in non-government areas, e.g. 'commercial-in-confidence' material held on intranets.

5.20.3 HTML examples for rights and related properties

```
<meta name="DCTERMS.rights" content="Copyright Example Company 2001">

<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/info/copyright.aspx">

<meta name="DCTERMS.accessRights" content="open">

<meta name="DCTERMS.license" scheme="DCTERMS.URI"
content="http://creativecommons.org/licenses/by-nc-nd/2.5/au/">

<meta name="DCTERMS.rightsHolder" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234">

<meta name="DCTERMS.rightsHolder" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Australian War Memorial; address=GPO Box 345,
Canberra ACT 2601">

<meta name="AGLSTERMS.protectiveMarking" content="COMMERCIAL-IN-CONFIDENCE">


Legacy form

<meta name="DC.rights" content="Copyright Example Company 2001">
```

5.20.4 XHTML examples for rights and related properties

```
<meta name="DCTERMS.rights" content="Copyright Example Company 2001" />

<meta name="DCTERMS.rights" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/info/copyright.aspx" />

<meta name="DCTERMS.license" scheme="DCTERMS.URI"
content="http://creativecommons.org/licenses/by-nc-nd/2.5/au/" />

<meta name="DCTERMS.rightsHolder" scheme="DCTERMS.URI"
content="http://example.org/agents/id1234" />

<meta name="DCTERMS.rightsHolder" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Australian War Memorial; address=GPO Box 345,
Canberra ACT 2601" />

<meta name="AGLSTERMS.protectiveMarking" content="CONFIDENTIAL" />


Legacy form

<meta name="DC.rights" content="Copyright Example Company 2001" />
```

5.21 Source property

Table 5.21 sets out the attributes for the source property.

TABLE 5.21: SOURCE PROPERTY

Term name	Source
Label	source
HTML/XHTML syntax	DCTERMS.source
XML/RDF syntax	dcterms:source
Definition	Information about a resource from which the described resource is derived.
Obligation	Optional
Syntax encoding schemes	ISBN, ISSN, URI

5.21.1 Guidelines for use of source

Use source to provide a pointer to the original from which the described resource was derived. It may be used where it increases discoverability, or improves the integrity or authenticity of the described resource. For example, it may be useful when describing a scanned version of an original resource, such as a painting, so that a user searching for the original can discover the scanned version.

Although the value of this property may be a text string, recommended best practice is to refer to the source by its formal identification (e.g. an ISBN, catalogue number, URI etc).

5.21.2 Describing services

This property should not be used for descriptions of offline services.

5.21.3 HTML examples for source

```
<meta name="DCTERMS.source" content="Pollock, Jackson—Blue Poles Number 11,
1952">

<meta name="DCTERMS.source" scheme="DCTERMS.ISBN" content="0 9677 0000 0">

<meta name="DCTERMS.source" scheme="DCTERMS.URI"
content="http://dublincore.org/documents/dcmi-terms/">
```

```
Legacy form
```

```
<meta name="DC.source" content="Salinger, J. D., Catcher in the Rye, New
York 1968">
```

5.21.4 XHTML examples for source

```
<meta name="DCTERMS.source" content="Cook, James—Journal of the Endeavour
1768-1771" />
```

```
<meta name="DCTERMS.source" scheme="DCTERMS.ISBN" content="0 9677 0000 0" />
```

```
<meta name="DCTERMS.source" scheme="DCTERMS.URI"
content="http://dublincore.org/documents/dcmi-terms/" />
```

```
Legacy form
```

```
<meta name="DC.source" content="Paterson, A.B., The Pearl Diver, 1902" />
```

6 AGENT METADATA TERMS AND EXAMPLES

6.1 Overview

Agent metadata is useful to provide rich descriptions of agents (people and organisations) associated with a resource. Agents are resources and can be described to a limited extent using DC and AGLS terms. Agent metadata provides terms to describe additional attributes of agents, such as contact details.

Agents are described primarily by a postal address.

Table 6.1 is a summary of agent metadata terms. These terms are unique within the namespace and do not overlap with like-named terms in other namespaces.

TABLE 6.1: AGENT METADATA TERM SUMMARY

Property	Obligation
corporateName	Optional
country	Optional
email	Optional
fax	Optional
localityName	Optional
personalName	Optional
physicalAddress	Optional
positionName	Optional
postalAddress	Optional
postcode	Optional
role	Optional
sector	Optional
stateTerritory	Optional
telephone	Optional
web	Optional

6.2 Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme. Identifying the namespace of a metadata term is required for metadata to be machine-processible. Namespace prefixes are used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken. The identities of the relevant namespaces, using the HTML <link> tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for AGLS Agent Metadata is:

HTML

```
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/">
```

XHTML

```
<link rel="schema.AGENTTERMS" href="http://www.agls.gov.au/agls/agentterms/"
/>
```

6.3 Terms and descriptions

In the term descriptions below, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere

to the case conventions in the term names given below. This will avoid conflicts if converting the metadata to a case-sensitive environment.

This Standard shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are normative. The National Archives of Australia has produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding agent metadata records. This guide is available from the AGLS website (http://www.agls.gov.au).

The description of each property in the following pages uses the structure shown below. Encoding schemes and the default values are only shown where applicable.

Where applicable, the mapping to the equivalent AS/NZS ISO 19115-2005 term is noted. This is provided to allow metadata interoperability between the two standards.

TABLE 6.2: AGENT METADATA TERMS

Term name	corporateName
Label	corporateName
HTML/XHTML syntax	AGENTTERMS.corporateName
XML/RDF syntax	agentterms:corporateName
Definition	Name of the responsible corporation or organisation.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 376 rpOrgName. The value should be the full legal name of the organisation.
Term name	country
Label	Country
HTML/XHTML syntax	AGENTTERMS.country
XML/RDF syntax	agentterms:country
Definition	Country of the postal address.
Obligation	Optional
Vocabulary Encoding Scheme	ISO3166
Comment	Maps to AS/NZS ISO 19115 385 country. Use codes from ISO 3166-1:2006 Codes for the representation of names of countries and their subdivisions—Part 1: Country codes.
Term name	email
Label	Electronic mail address
HTML/XHTML syntax	AGENTTERMS.email
XML/RDF syntax	agentterms:email
Definition	Address of the electronic mailbox of the responsible party.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 386 eMailAdd. The addresses must conform to RFC 5321 Simple Mail Transfer Protocol and be expressed as a URI according to RFC 2368 The mailto URL scheme.
Term name	fax
Label	Facsimile number
HTML/XHTML syntax	AGENTTERMS.fax
XML/RDF syntax	agentterms:fax
Definition	Telephone number(s) of a facsimile machine for the responsible party.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 409 faxNum. Numbers must be expressed as a URI according to RFC 2082 URLs for Telephone Calls.
Term name	localityName
Label	Locality name

HTML/XHTML syntax	AGENTTERMS.localityName
XML/RDF syntax	agentterms:localityName
Definition	City, suburb, town or other locality of the postal address.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 382 city.
Term name	personalName
Label	Personal Name
HTML/XHTML syntax	AGENTTERMS.personalName
XML/RDF syntax	agentterms:personalName
Definition	Name of the responsible person.
Obligation	Optional
Guideline	Maps to AS/NZS ISO 19115 375 rpIndName. Personal names should be expressed in the form 'Lastname, Firstname'.
Term name	physicalAddress
Label	Physical Address
HTML/XHTML syntax	AGENTTERMS.physicalAddress
XML/RDF syntax	agentterms:physicalAddress
Definition	Physical location of the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 381 delPoint.
Term name	positionName
Label	Position Name
HTML/XHTML syntax	AGENTTERMS.positionName
XML/RDF syntax	agentterms:positionName
Definition	Position of the responsible person.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 377 rpPosName.
Term name	postalAddress
Label	Postal Address
HTML/XHTML syntax	AGENTTERMS.postalAddress
XML/RDF syntax	agentterms:postalAddress
Definition	Address line for the postal address.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 378 rpCntInfo.
Term name	postcode
Label	Postcode
HTML/XHTML syntax	AGENTTERMS.postcode
XML/RDF syntax	agentterms:postcode
Definition	Postal code of the postal address.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 384 postCode
Term name	role
Label	Role
HTML/XHTML syntax	AGENTTERMS.role
XML/RDF syntax	agentterms:role
Definition	Function performed by the responsible party in relation to the described resource.
Obligation	Optional
Vocabulary Encoding Scheme	roleCode
Comment	Maps to AS/NZS ISO 19115 379 role.
Term name	sector
Label	Sector
HTML/XHTML syntax	AGENTTERMS.sector
XML/RDF syntax	agentterms:sector

Definition	Sector of the agent.
Obligation	Optional
Comment	Use only the values 'government' or 'non-government'.
Term name	stateTerritory
Label	State or Territory
HTML/XHTML syntax	AGENTTERMS.stateTerritory
XML/RDF syntax	agentterms:stateTerritory
Definition	State or Territory of the postal address.
Obligation	Optional
Vocabulary Encoding Scheme	AglsJuri
Comment	Maps to AS/NZS ISO 19115 383 adminArea. When describing addresses in Australia, select values from the AGLS Jurisdiction Vocabulary Encoding Scheme.
Term name	telephone
Label	Telephone number
HTML/XHTML syntax	AGENTTERMS.telephone
XML/RDF syntax	agentterms:telephone
Definition	Telephone number(s) at which the responsible party may be contacted.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 408 voiceNum. Numbers must be expressed as a URI according to RFC 2806 URLs for Telephone Calls.
Term name	web
Label	Website location
HTML/XHTML syntax	AGENTTERMS.web
XML/RDF syntax	agentterms:web
Definition	Location (address) for online access using a Uniform Resource Indicator.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 397 linkage. Addresses must conform to RFC 3986 Uniform Resource Identifier (URI): Generic Syntax.

Descriptions of agents may use any applicable DC/AGLS terms as well as the above terms with the following changes in obligation:

(a)   The category property is mandatory, with the value 'agent'.

(b)   The date property or a related property is optional.

When using the role property, the value may be a free text description or a value selected from the Role Code Vocabulary Encoding Scheme (see Appendix K).

6.4   HTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/">
<meta name="DCTERMS.title" content="National Archives of Australia">
<meta name="DCTERMS.alternative" content="NAA">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AGLSTERMS.mandate" content="Archives Act 1983">
<meta name="AGENTTERMS.corporateName" content="National Archives of
Australia">
<meta name="AGENTTERMS.postalAddress" content="PO Box 7425">
```

```
<meta name="AGENTTERMS.localityName" content="Canberra Business Centre">
<meta name="AGENTTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT">
<meta name="AGENTTERMS.postcode" content="2610">
<meta name="AGENTTERMS.country" scheme="DCTERMS.ISO3166" content="AU">
<meta name="AGENTTERMS.physicalAddress" content="Queen Victoria Terrace,
Parkes, ACT 2600, Australia">
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-2-
6212-3600">
<meta name="AGENTTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999">
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au">
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/">
<meta name="AGENTTERMS.role" scheme="AGLSTERMS.roleCode" content="002;
custodian; 006; distributor; 010; publisher">
<meta name="AGENTTERMS.sector" content="government">


<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/">
<meta name="DCTERMS.title" content="Example Organisation">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AGENTTERMS.corporateName" content="Example Organisation">
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-1-
2345-6789">
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org">
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/">
<meta name="AGENTTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor">
<meta name="AGENTTERMS.sector" content="non-government">
```

6.5   XHTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AGENTTERMS" href="http://www.agls.gov.au/agls/agentterms/"
/>
<meta name="DCTERMS.title" content="National Archives of Australia" />
<meta name="DCTERMS.alternative" content="NAA" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGENTTERMS.corporateName" content="National Archives of
Australia" />
<meta name="AGENTTERMS.postalAddress" content="PO Box 7425" />
<meta name="AGENTTERMS.localityName" content="Canberra Business Centre" />
<meta name="AGENTTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT" />
<meta name="AGENTTERMS.postcode" content="2610" />
<meta name="AGENTTERMS.country" scheme="DCTERMS.ISO3166" content="AU" />
```

```
<meta name="AGENTTERMS.physicalAddress" content="Queen Victoria Terrace,
Parkes, ACT 2600, Australia" />
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-2-
6212-3600" />
<meta name="AGENTTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999" />
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au" />
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/" />


<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AGENTTERMS" href="http://www.agls.gov.au/agls/agentterms/"
/>
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGENTTERMS.corporateName" content="Example Organisation" />
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-1-
2345-6789" />
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AGENTTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor" />
<meta name="AGENTTERMS.sector" content="non-government" />
```

6.6   Related descriptions

Where a resource is an agent and has been assigned a URI, this can be referenced from other metadata descriptions. This is known as a related description.

For example, the following description of an agent has been assigned the URI of http://www.example.org/agents/id1234/.

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/"
/>
<link rel="schema.AGENTTERMS"
href="http://www.agls.gov.au/agls/agentterms/" />
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AGENTTERMS.corporateName" content="Example Organisation"
/>
<meta name="AGENTTERMS.telephone" scheme="DCTERMS.URI"
content="tel:+61-1-2345-6789" />
<meta name="AGENTTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AGENTTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AGENTTERMS.sector" content="non-government" />
```

In a description of another resource, the above agent can be referenced as the creator, publisher, contributor or rightsHolder. For example:

```
<meta name="DCTERMS.publisher" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
```

or

```
<meta name="DCTERMS.publisher" href="http://www.example.org/agents/id1234/"
/>
```

Metadata-enabled search engines must be able to follow URIs to related descriptions.

7 AVAILABILITY METADATA TERMS AND EXAMPLES

7.1 Overview

Availability metadata is useful to provide rich descriptions of availability channels for offline resources, including services. Availability channel can be described to a limited extent using DC and AGLS terms. Availability metadata provides terms to describe additional attributes of availability channels, such as contact details and costs.

Availability is described primarily by a physical address.

Table 7.1 is a summary of availability metadata terms. These terms are unique within the namespace and do not overlap with like-named terms in other namespaces.

TABLE 7.1: AVAILABILITY METADATA TERM SUMMARY

Property	Obligation
corporateName	Optional
cost	Optional
country	Optional
email	Optional
fax	Optional
hours	Optional
instructions	Optional
localityName	Optional
personalName	Optional
physicalAccess	Optional
physicalAddress	Optional
positionName	Optional
postalAddress	Optional
postcode	Optional
role	Optional
sector	Optional
stateTerritory	Optional
telephone	Optional
web	Optional

7.2 Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme. Identifying the namespace of a metadata term is required for metadata to be machine-processible. Namespace prefixes are used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken. The identities of the relevant namespaces, using the HTML <link> tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for AGLS Availability Metadata is—

HTML

```
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/AVAILTERMS/">
```

XHTML

```
<link rel="schema.AVAILNTERMS"
href="http://www.agls.gov.au/agls/AVAILTERMS/" />
```

7.3 Terms and descriptions

In the term descriptions in Table 8.2, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere to the case conventions in the term names given below. This will avoid conflicts if converting the metadata to a case-sensitive environment.

This Standard shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are normative. The National Archives of Australia has produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding availability metadata records. This guide is available from the AGLS website (http://www.agls.gov.au).

The description of each property in the following pages uses the structure shown in Table 8.2. Encoding schemes and the default values are only shown where applicable.

Where applicable, the mapping to the equivalent AS/NZS ISO 19115-2005 term is noted. This is provided to allow metadata interoperability between the two standards.

TABLE 7.2: AVAILABILITY METADATA TERMS

Term name	corporateName
Label	Corporate Name
HTML/XHTML syntax	AVAILTERMS.corporateName
XML/RDF syntax	availterms:corporateName
Definition	Name of the responsible corporation or organisation.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 376 rpOrgName.
	The value should be the full legal name of the organisation.
Term name	cost
Label	Cost
HTML/XHTML syntax	AVAILTERMS.cost
XML/RDF syntax	availterms:cost
Definition	Cost of obtaining the resource.
Obligation	Optional
Term name	country
Label	Country
HTML/XHTML syntax	AVAILTERMS.country
XML/RDF syntax	availterms:country
Definition	Country of the physical address.
Obligation	Optional
Vocabulary Encoding Scheme	ISO3166
Comment	Maps to AS/NZS ISO 19115 385 country.
	Use codes from ISO 3166-1:2006 Codes for the representation of names of countries and their subdivisions—Part 1: Country codes
Term name	email
Label	Electronic mail address
HTML/XHTML syntax	AVAILTERMS.email
XML/RDF syntax	availterms:email
Definition	Address of the electronic mailbox of the responsible party.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 386 eMailAdd.
	The addresses must conform to RFC 5321 Simple Mail Transfer Protocol and be expressed as a URI according to RFC 2368 The mailto URL scheme.

Term name	fax
Label	Facsimile number
HTML/XHTML syntax	AVAILTERMS.fax
XML/RDF syntax	availterms:fax
Definition	Telephone number(s) of a facsimile machine for the responsible party.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 409 faxNum.
	Numbers must be expressed as a URI according to RFC 2082 URLs for Telephone Calls.
Term name	hours
Label	Hours of service
HTML/XHTML syntax	AVAILTERMS.hours
XML/RDF syntax	availterms:hours
Definition	Time period (including time zone) when individuals can contact the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 391 cntHours. Times must be in 24 hour time (am/pm not allowed) and include time zones or offset from UTC.
Term name	instructions
Label	Instructions
HTML/XHTML syntax	AVAILTERMS.instructions
XML/RDF syntax	availterms:instructions
Definition	Supplemental instructions about accessing the resource.
Obligation	Optional
Term name	localityName
Label	Locality name
HTML/XHTML syntax	AVAILTERMS.localityName
XML/RDF syntax	availterms:localityName
Definition	City, suburb, town or other locality of the physical address.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 382 city.
Term name	personalName
Label	Personal Name
HTML/XHTML syntax	AVAILTERMS.personalName
XML/RDF syntax	availterms:personalName
Definition	Name of the responsible person.
Obligation	Optional
Guideline	Maps to AS/NZS ISO 19115 375 rpIndName.
	Personal names should be expressed the form "Lastname, Firstname".
Term name	physicalAccess
Label	Physical Access
HTML/XHTML syntax	AVAILTERMS.physicalAccess
XML/RDF syntax	availterms:physicalAccess
Definition	Information about physical access to premises and services for people with disabilities.
Obligation	Optional
Comment	May include information about wheelchair access, railings, tactile indicators, disabled persons parking, accessible toilets, etc.
Term name	physicalAddress
Label	Physical Address
HTML/XHTML syntax	AVAILTERMS.physicalAddress

XML/RDF syntax	availterms:physicalAddress
Definition	Physical address line of the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 381 delPoint.
Term name	positionName
Label	Position Name
HTML/XHTML syntax	AVAILTERMS.positionName
XML/RDF syntax	availterms:positionName
Definition	Position of the responsible person.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 377 rpPosName.
Term name	postalAddress
Label	Postal Address
HTML/XHTML syntax	AVAILTERMS.postalAddress
XML/RDF syntax	availterms:postalAddress
Definition	Postal address of the responsible party.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 378 rpCntInfo.
Term name	postcode
Label	Postcode
HTML/XHTML syntax	AVAILTERMS.postcode
XML/RDF syntax	availterms:postcode
Definition	Postal code of the physical address.
Obligation	Optional
Comment	Maps to AS/NZS ISO 19115 384 postCode
Term name	role
Label	Role
HTML/XHTML syntax	AVAILTERMS.role
XML/RDF syntax	availterms:role
Definition	Function performed by the responsible party in relation to the described resource.
Obligation	Optional
Vocabulary Encoding Scheme	roleCode
Comment	Maps to AS/NZS ISO 19115 379 role.
Term name	sector
Label	Sector
HTML/XHTML syntax	AVAILTERMS.sector
XML/RDF syntax	availterms:sector
Definition	Sector of the responsibly party.
Obligation	Optional
Comment	Use only the values 'government' or 'non-government'.
Term name	stateTerritory
Label	State or Territory
HTML/XHTML syntax	AVAILTERMS.stateTerritory
XML/RDF syntax	availterms:stateTerritory
Definition	State or Territory of the physical address.
Obligation	Optional
Vocabulary Encoding Scheme	AglsJuri
Comment	Maps to AS/NZS ISO 19115 383 adminArea.
	When describing addresses in Australia, select values from the AGLS Jurisdiction Vocabulary Encoding Scheme.
Term name	telephone
Label	Telephone number
HTML/XHTML syntax	AVAILTERMS.telephone
XML/RDF syntax	availterms:telephone

Definition	Telephone number(s) at which the responsible party may be contacted.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 408 voiceNum.
	Numbers must be expressed as a URI according to RFC 2806 URLs for Telephone Calls.
Term name	web
Label	Website location
HTML/XHTML syntax	AVAILTERMS.web
XML/RDF syntax	availterms:web
Definition	Location (address) for online access using a Uniform Resource Indicator.
Obligation	Optional
Syntax Encoding Scheme	URI
Comment	Maps to AS/NZS ISO 19115 397 linkage.
	Addresses must conform to RFC 3986 Uniform Resource Identifier (URI): Generic Syntax.

Descriptions of availability may use any applicable DC/AGLS terms as well as the above terms with the following changes in obligation:

(c)   The category property is recommended with the value 'service' for services or the value of 'document' for offline information resources (e.g. physical objects, DVD, film, information on portable media such as CD-ROM).

(d)   The date property or a related property is optional.

When using the role property, the value may be a free text description or a value selected from the Role Code Vocabulary Encoding Scheme (see Appendix K).

7.4   HTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/">
<meta name="DCTERMS.title" content="National Archives of Australia">
<meta name="DCTERMS.alternative" content="NAA">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AGLSTERMS.mandate" content="Archives Act 1983">
<meta name="AVAILTERMS.corporateName" content="National Archives of
Australia">
<meta name="AVAILTERMS.physicalAddress" content="Queen Victoria Terrace">
<meta name="AVAILTERMS.localityName" content="Parkes">
<meta name="AVAILTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT">
<meta name="AVAILTERMS.postcode" content="2600">
<meta name="AVAILTERMS.country" scheme="DCTERMS.ISO3166" content="AU">
<meta name="AVAILTERMS.postalAddress" content="PO Box 7425, Canberra
Business Centre, ACT 2610, Australia">
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-2-
6212-3600">
```

```
<meta name="AVAILTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999">
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au">
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/">
<meta name="AVAILTERMS.hours" content="09:00—17:00 Monday to Saturday,
closed Sunday and public holidays.">
<meta name="AVAILTERMS.cost" content="Free">
<meta name="AVAILTERMS.physicalAccess" content="Wheelchair ramp">
<meta name="AVAILTERMS.instructions" content="Please send an advance request
to view records if visiting on a Saturday.">
<meta name="AVAILTERMS.role" scheme="AGLSTERMS.roleCode" content="002;
custodian; 006; distributor; 010; publisher">
<meta name="AVAILTERMS.sector" content="government">

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/">
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/">
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/">
<meta name="DCTERMS.title" content="Example Organisation">
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/">
<meta name="AGLSTERMS.category" content="agent">
<meta name="AVAILTERMS.corporateName" content="Example Organisation">
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-1-
2345-6789">
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org">
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/shop">
<meta name="AVAILTERMS.cost" content="$16.50 including GST">
<meta name="AVAILTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor">
<meta name="AVAILTERMS.sector" content="non-government">
```

7.5   XHTML examples

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AVAILTERMS" href="http://www.agls.gov.au/agls/availterms/"
/>
<meta name="DCTERMS.title" content="National Archives of Australia" />
<meta name="DCTERMS.alternative" content="NAA" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AVAILTERMS.corporateName" content="National Archives of
Australia" />
<meta name="AVAILTERMS.physicalAddress" content="Queen Victoria Terrace" />
<meta name="AVAILTERMS.localityName" content="Parkes" />
<meta name="AVAILTERMS.stateTerritory" scheme="AGLSTERMS.AglsJuri"
content="ACT" />
<meta name="AVAILTERMS.postcode" content="2600" />
<meta name="AVAILTERMS.country" scheme="DCTERMS.ISO3166" content="AU" />
<meta name="AVAILTERMS.postalAddress" content="PO Box 7425, Canberra
Business Centre, ACT 2610, Australia" />
```

```
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-2-
6212-3600" />
<meta name="AVAILTERMS.fax" scheme="DCTERMS.URI" content="tel:+61-2-6212-
3999" />
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:naa@naa.gov.au" />
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.naa.gov.au/" />
<meta name="AVAILTERMS.hours" content="09:00—17:00 Monday to Saturday,
closed Sunday and public holidays." />
<meta name="AVAILTERMS.cost" content="Free" />
<meta name="AVAILTERMS.physicalAccess" content="Wheelchair ramp" />
<meta name="AVAILTERMS.instructions" content="Please send an advance request
to view records if visiting on a Saturday." />

<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS" href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AVAILTERMS" href="http://www.agls.gov.au/agls/availterms/"
/>
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/agents/id1234/" />
<meta name="AGLSTERMS.category" content="agent" />
<meta name="AVAILTERMS.corporateName" content="Example Organisation" />
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI" content="tel:+61-1-
2345-6789" />
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AVAILTERMS.cost" content="$16.50 including GST" />
<meta name="AVAILTERMS.role" scheme="AGLSTERMS.roleCode" content="006;
distributor" />
<meta name="AVAILTERMS.sector" content="non-government" />
```

7.6 Related descriptions

Where an availability channel has been assigned a URI, this can be referenced from other metadata descriptions. This is known as a related description.

For example, the following description of a service has been assigned the URI of http://www.example.org/services/id5678/.

```
<link rel="schema.DCTERMS" href="http://purl.org/dc/terms/" />
<link rel="schema.AGLSTERMS"
href="http://www.agls.gov.au/agls/terms/" />
<link rel="schema.AVAILTERMS"
href="http://www.agls.gov.au/agls/availterms/" />
<meta name="DCTERMS.title" content="Example Organisation" />
<meta name="DCTERMS.identifier" scheme="DCTERMS.URI"
content="http://www.example.org/services/id5678/" />
<meta name="AGLSTERMS.category" content="service" />
<meta name="AVAILTERMS.corporateName" content="Example Organisation"
/>
<meta name="AVAILTERMS.telephone" scheme="DCTERMS.URI"
content="tel:+61-1-2345-6789" />
<meta name="AVAILTERMS.email" scheme="DCTERMS.URI"
content="mailto:example@example.org" />
<meta name="AVAILTERMS.web" scheme="DCTERMS.URI"
content="http://www.example.org/" />
<meta name="AVAILTERMS.cost" content="$16.50 including GST" />
<meta name="AVAILTERMS.sector" content="non-government" />
```

In a description of another resource, the above availability channel can be referenced as the availability. For example:

```
<meta name="AGLSTERMS.availability" scheme="DCTERMS.URI"
content="http://www.example.org/services/id5678/" />
```

or

```
<meta name="AGLSTERMS.availability"
href="http://www.example.org/services/id5678/" />
```

Metadata-enabled search engines must be able to follow URIs to related descriptions.

8 ADMINISTRATIVE METADATA TERMS AND EXAMPLES

8.1 Overview

Administrative metadata is useful to describe information about the management, provenance, ownership or authorship of other sets of descriptive metadata.

Use of administrative metadata is optional, but if used the obligations in Table 9.1 must be met. Where administrative metadata is used, the values should be completed automatically by metadata creation systems.

TABLE 8.1: ADMINISTRATIVE METADATA TERM SUMMARY

Property	Obligation
dateStamp	Mandatory
fileIdentifier	Mandatory
metadataCharacterSet	Conditional
metadataContact	Optional
metadataLanguage	Mandatory unless the value is the default
metadataStandardName	Mandatory unless the value is the default
metadataStandardVersion	Mandatory
metadataUpdateDate	Optional

8.2 Namespace

A namespace is a machine-readable file that provides definitions of the metadata scheme. Identifying the namespace of a metadata term is required for metadata to be machine-processible. Namespace prefixes are used in the property names to indicate the logical grouping and unique identification of a set of metadata terms from which the property is taken. The identities of the relevant namespaces, using the HTML <link> tag, have the following pattern:

```
<link rel="schema.PREFIX" href="namespaceURI">
```

The namespace encoding for AGLS Administrative Metadata is:

HTML

```
<link rel="schema.ADMINTERMS"
href="http://www.agls.gov.au/agls/adminterms/">
```

XHTML

```
<link rel="schema.ADMINTERMS" href="http://www.agls.gov.au/agls/adminterms/"
/>
```

8.3 Terms and descriptions

In the term descriptions below, a formal single-word term name is assigned. Although some environments, such as HTML, are not case-sensitive, recommended best practice is to adhere to the case conventions in the term names given in Table 9.2. This will avoid conflicts if converting the metadata to a case-sensitive environment.

This Standard shows examples in HTML 4.01 Strict and XHTML 1.0 Strict. Examples are normative. The National Archives of Australia has produced guides to expressing AGLS metadata in XML and RDF, including examples of encoding administrative metadata records. This guide is available from the AGLS website (http://www.agls.gov.au).

The description of each property in the following pages uses the structure shown below. Encoding schemes and the default values are only shown where applicable.

TABLE 8.2: ADMINISTRATIVE METADATA TERMS

Term name	dateStamp
Label	Metadata Date Stamp
HTML/XHTML syntax	ADMINTERMS.dateStamp
XML/RDF syntax	adminterms:dateStamp
Definition	The date (and optionally time) that the metadata record was created. It is not the date the resource itself was created.
Obligation	Mandatory
Encoding schemes	ISO 8601, XSD date, XSD dateTime
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Term name	fileIdentifier
Label	Metadata File Identifier
HTML/XHTML syntax	ADMINTERMS.fileIdentifier
XML/RDF syntax	adminterms:fileIdentifier
Definition	Unique identifier for the metadata record.
Obligation	Mandatory
Syntax Encoding Scheme	URI
Guideline	The fileIdentifier for a metadata record must never change, irrespective of where that metadata record is stored. This property should be system generated. The metadata content creator should not be required to record any information against this property. Metadata creation systems must assign a unique identifier, expressed as a UUID and encoded as a URI (urn:uuid:), as the value.
Term name	metadataCharacterSet
Label	Metadata Character Set
HTML/XHTML syntax	ADMINTERMS.metadataCharacterSet
XML/RDF syntax	adminterms:metadataCharacterSet
Definition	The metadata character set is the code for the character set used in the metadata record. This property does not describe the character set used within the resource itself.
Obligation	Conditional: It is not necessary to complete this property if the value is the default (utf-8) and/or the character encoding attribute is provided in an XML declaration.
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default Value	utf-8
Term name	metadataContact
Label	Metadata Contact
HTML/XHTML syntax	ADMINTERMS.metadataContact
XML/RDF syntax	adminterms:metadataContact
Definition	Details about the individual, organisation and/or position associated with the metadata information. This property does not convey details about the individual, organisation and/or position associated with the resource itself.
Obligation	Optional

Syntax encoding schemes	AglsAgent, URI
Guideline	This property is automatically completed. The metadata content creator is not required to record any information against this property.
Term name	metadataLanguage
Label	Metadata Language
HTML/XHTML syntax	ADMINTERMS.metadataLanguage
XML/RDF syntax	adminterms:metadataLanguage
Definition	The written language used for completing the metadata record. This property does not describe the language used within the resource itself.
Obligation	Mandatory unless the value is the default.
Vocabulary Encoding Scheme	ISO639-3, RFC4646
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default Value	en[-AU]
Term name	metadataLanguage
Term name	metadataStandardName
Label	Metadata Standard Name
HTML/XHTML syntax	ADMINTERMS.metadataStandardName
XML/RDF syntax	adminterms:metadataStandardName
Definition	The metadata standard followed for creation of the metadata.
Obligation	Mandatory unless the value is the default
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Default Value	AS5044
Term name	metadataStandardVersion
Label	Metadata Standard Version
HTML/XHTML syntax	ADMINTERMS.metadataStandardVersion
XML/RDF syntax	adminterms:metadataStandardVersion
Definition	The version of the metadata standard followed for creation of the metadata.
Obligation	Mandatory
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.
Term name	metadataUpdateDate
Label	Metadata Update Date
HTML/XHTML syntax	ADMINTERMS.metadataUpdateDate
XML/RDF syntax	adminterms:metadataUpdateDate
Definition	The date (and optionally time) that the metadata was last updated or modified. It is not the date the resource itself was last updated or modified.
Obligation	Optional
Encoding schemes	ISO 8601, XSD date, XSD dateTime
Guideline	This property should be completed automatically by metadata creation systems. The metadata content creator is not required to record any information against this property.

8.4　HTML examples

```
<link rel="schema.ADMINTERMS"
href="http://www.agls.gov.au/agls/adminterms/">
<meta name="ADMINTERMS.fileIdentifier" scheme="DCTERMS.URI"
content="urn:uuid:b3443c5e-5f86-4c2e-8040-3013dd254787">
<meta name="ADMINTERMS.metadataContact"
href="http://example.org/agents/id1234">
<meta name="ADMINTERMS.dateStamp" scheme="DCTERMS.ISO8601" content="2008-09-
01">
<meta name="ADMINTERMS.metadataUpdateDate" scheme="DCTERMS.ISO8601"
content="2008-10-15T12:34:56+11:00">
<meta name="ADMINTERMS.metadataStandardName" content="AS5044">
<meta name="ADMINTERMS.metadataStandardVersion" content="2002">
```

8.5　XHTML examples

```
<link rel="schema.ADMINTERMS" href="http://www.agls.gov.au/agls/adminterms/"
/>
<link rel="schema.XSD" href="http://www.w3.org/2001/XMLSchema" />
<meta name="ADMINTERMS.fileIdentifier" scheme="DCTERMS.URI"
content="urn:uuid:b3443c5e-5f86-4c2e-8040-3013dd254787" />
<meta name="ADMINTERMS.metadataLanguage" scheme="DCTERMS.RFC4646"
content="en" />
<meta name="ADMINTERMS.metadataCharacterSet" content="iso-8859-1" />
<meta name="ADMINTERMS.metadataContact"
href="http://example.org/agents/id1234" />
<meta name="ADMINTERMS.dateStamp" scheme="XSD.date" content="2008-09-01" />
<meta name="ADMINTERMS.metadataUpdateDate" scheme="XSD.dateTime"
content="2008-10-15T12:34:56+11:00" />
<meta name="ADMINTERMS.metadataStandardName" content="AS5044" />
<meta name="ADMINTERMS.metadataStandardVersion" content="2009" />
```

9   AGLS MAINTENANCE AGENCY

The AGLS Maintenance Agency manages the evolution of the AGLS Metadata Standard, including the addition and definition of properties, Vocabulary Encoding Schemes and Syntax Encoding Schemes, under the auspices of the National Archives of Australia (NAA).

The AGLS Maintenance Agency—

(e)   convenes regular meetings of the AGLS Working Group (to ensure communication and consultation with Australian government metadata practitioners);

(f)   liaises with the international Dublin Core community; and

(g)   maintains the AGLS website and AGLS documentation (including schemas).

The AGLS Maintenance Agency will make recommendations on changes to the properties in response to input from the AGLS user community and outcomes of studies of AGLS Metadata usage.

The AGLS Maintenance Agency welcomes feedback and suggestions about changes to the AGLS Metadata Standard. If the suggestion has merit, the National Archives will seek the views of the AGLS Working Group.

Contact the AGLS Maintenance Agency, to provide input or feedback at:

AGLS Maintenance Agency

National Archives of Australia

Box 7425

Canberra Business Centre ACT 2610

Phone: +61 2 6212 3600

Fax: +61 2 6212 3989

Email: agls@naa.gov.au

Web: http://www.agls.gov.au/

APPENDIX A: AGLS METADATA SUMMARY

(Informative)

TABLE A1: AGLS PROPERTY AND ENCODING SCHEME SUMMARY

AGLS property	Properties with sub-property of relations	Encoding schemes (examples only)	Notes (see Appendix K for more information)
audience		ANZSCO	Australian and New Zealand Standard Classification of Occupations
		ANZSIC	Australian and New Zealand Standard Industrial Classification
		edna-audience	Education Network Australia audience types.
		agls-audience	Developed for government use but more widely applicable.
availability		AglsAvail	Developed for government implementations but more widely applicable.
contributor		AglsAgent	Developed for government implementations but more widely applicable.
		GOLD	Government Online Directory
		URI	Uniform Resource Identifier
coverage	jurisdiction	AglsJuri	An encoding scheme for Australian jurisdictions—developed for government use but more widely applicable.
	temporal	ISO8601	International Standard for date and time encoding.
		Period	DCMI Period Encoding Scheme for time intervals.
	spatial	ASGC	Australian Standard Geographic Classification
		Box	DCMI Box Encoding Scheme
creator(*)		AglsAgent	Developed for government implementations but more widely applicable.
		GOLD	Government Online Directory
		URI	Uniform Resource Identifier
date(*)	available created date Copyrighted dateLicensed issued modified valid	ISO8601	International Standard for date and time encoding.
format	extent medium	IMT	Internet Media Types
function		AGIFT	Australian Governments Interactive Functions Thesaurus—developed for government use but more widely applicable.
identifier	bibliographicCitation	URI	Uniform Resource Identifier
		ISBN	International Standard Book Number
		ISSN	International Standard Serial Number
		DOI	Digital Object Identifier
language		RFC4646	Internet Engineering Task Force Request for Comment for language and country encoding.
		ISO639-3	International Standard codes for the representation of names of languages.
mandate	act regulation case	URI	Uniform Resource Identifier
publisher		AglsAgent	Developed for government implementations but more widely applicable
		GOLD	Government Online Directory
relation	conformsTo	URI	Uniform Resource Identifier

	hasFormat hasPart hasVersion isBasedOn isBasisFor isPartOf isReferencedBy isRequiredBy isVersionOf replaces isReplacedBy references requires	ISBN	International Standard Book Number
		ISSN	International Standard Serial Number
rights	accessRights license protectiveMarkin g rightsHolder	URI	Uniform Resource Identifier
source		URI	Uniform Resource Identifier
		ISBN	International Standard Book Number
		ISSN	International Standard Serial Number
subject		LCSH	Library of Congress Subject Headings
		MeSH	Medical Subject Headings
		APAIS	Australian Public Affairs Information Service
		APT	Australian Pictorial Thesaurus
		TAGS	Thesaurus of Australian Government Subjects—developed for Commonwealth Government use.
title (*)	alternative		
type	aggregationLevel category documentType	agls-document	A list of document types developed for government use but more widely applicable.
	serviceType	agls-service	A list of service types developed for government use but more widely applicable.

NOTE: Properties marked (*) are mandatory.

APPENDIX B: AGLS AGENT SYNTAX ENCODING SCHEME

(Normative)

B1   Introduction

The creator, publisher, contributor and rightsHolder properties provide information about agents associated with a resource. The National Archives of Australia developed the AGLS Agent Syntax Encoding Scheme as a method for describing characteristics of agents in AGLS metadata descriptions. It can easily be adapted for use by non-government organisations. Agents are people, organisations or instruments associated with resources.

Several characteristics of an agent that may be described include, but are not limited to—

(a)   an identifier for the agent, usually consisting of name and possibly a jurisdiction; and

(b)   contact information.

 NOTE: Metadata creators must be mindful of privacy issues when including personal information in metadata.

The AGLS Agent Syntax Encoding Scheme may be used to describe agent characteristics with each of these properties. Encode AGLS Agent as a profile of Dublin Core Structured Values (DCSV) described in Paragraph B3.

Other methods for describing characteristics of agents are available. The vCARD specification is a standard for automating the exchange of personal information typically found on a traditional business card. The specification for the vCard protocol (RFC 2426) is at the Internet Engineering Task Force (IETF) website (http://www.ietf.org/rfc/rfc2426.txt).

A companion to this description of the AGLS Agent Syntax Encoding Scheme is the description of a scheme for structuring values for the availability property. The components of the two schemes overlap to some extent, but the semantic differences between the properties and the additional components available for use with the availability property require separate schemes for the two sets of structuring components. Appendix C describes the AGLS Availability Syntax Encoding Scheme in further detail.

B2   Characterising agents

AGLS identifies an agent by describing the characteristics listed in Table B1.

TABLE B1: AGENT DESCRIPTIONS

Component	Definition
personalName	The name of a person.
corporateName	The name of an organisation.
jurisdiction	The legal jurisdiction of the agent. Values for this component must be drawn from the AGLS Jurisdiction Vocabulary Encoding Scheme (Table D1)
contact	Contact details for the agent. Can include an official title. Typically includes a phone number.
address	Street or postal address for the agent.
email	Email address for the agent.
sector	Indicates whether the creator is from the government or non-government sector: 'government' and 'non-government' are the only allowable values. The default value is 'government'.

All components are optional and ordering is not significant. All of the components except sector may be repeated. Typical agent descriptions make use of the AGLS Agent Scheme will consist at least of 'personalName' or 'corporateName'.

B3   Encoding AGLS Agent

The components of a description have no meaning when considered separately. The scheme is the complete set of components packaged as a single text string acting as the agent description.

Within AGLS metadata descriptions, encode the characteristics of agents using the DCSV scheme. The scheme is available at the DCMI website (http://dublincore.org/documents/dcmi-dcsv/).

DCSV describes how to write a structured metadata value in a simple text string. It separates components using semicolons ';'. The name of a component and the value of a component are separated by an equals sign '='.

Writing AGLS Agent using DCSV notation is straightforward using the component names defined above. An AGLS Agent value appears as follows:

```
personalName=v1; corporateName=v2; jurisdiction=v3; contact=v4; address=v5;
email=v6; sector=v7
```
where v1–v7 are values defined in Table B1 above.

Examples in HTML and XHTML syntax are shown in Paragraph B4. The National Archives has produced a guide to expressing AGLS metadata in XML and RDF which includes examples of encoding AGLS encoding schemes. This guide is available from the AGLS website (http://www.agls.gov.au).

B4   Examples

C4.2 Agent who is a person

HTML

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="personalName=Adrian Cunningham; jurisdiction=Commonwealth of
Australia; contact=Director Recordkeeping Standards and Policy; contact=+61
02 6212 3600; email=adrianc@naa.gov.au; address=Box 7425 Canberra BC, ACT
2610">
```

XHTML

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="personalName=Adrian Cunningham; jurisdiction=Commonwealth of
Australia; contact=Director Recordkeeping Standards and Policy; contact=+61
02 6212 3600; email=adrianc@naa.gov.au; address=Box 7425 Canberra BC, ACT
2610" />
```

C4.3 Non-government Agent

HTML

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Prince Alfred Old Collegians Cricket Club;
contact=Secretary, 08 8431 5483; sector=non-government">
```

XHTML

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=Prince Alfred Old Collegians Cricket Club;
contact=Secretary, 08 8431 5483; sector=non-government" />
```

C4.4 Corporate Agent

HTML

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Native Title Tribunal;
jurisdiction=Commonwealth of Australia; address=GPO Box 9973, Perth WA 6848;
address=Commonwealth Law Courts, Level 4, 1 Victoria Ave, Perth WA 6000;
contact=08 9268 7272">
```

XHTML

```
<meta name="DCTERMS.creator" scheme="AGLSTERMS.AglsAgent"
content="corporateName=National Native Title Tribunal;
jurisdiction=Commonwealth of Australia; address=GPO Box 9973, Perth WA 6848;
address=Commonwealth Law Courts, Level 4, 1 Victoria Ave, Perth WA 6000;
contact=08 9268 7272" />
```

APPENDIX C: AGLS AVAILABILITY SYNTAX ENCODING SCHEME

(Normative)

C1   Introduction

The availability property provides information about how to obtain offline resources. The National Archives of Australia developed the AGLS Availability Syntax Encoding Scheme for describing availability characteristics of the person or organisation making offline resources available. The AGLS Availability Syntax Encoding Scheme can be adapted by non-government organisations.

Several characteristics of resource availability may be described in metadata. These include, but are not limited to—

(a)   an identifier for the agent, usually consisting of name and possibly including a jurisdiction;

(b)   contact information;

(c)   cost; and

(d)   geographic location of service availability.

The AGLS Availability Syntax Encoding Scheme may be used to describe availability characteristics with each of these properties. Encode AGLS Availability as a profile of Dublin Core Structured Values (DCSV) described in Paragraph C3.

Typically, values for the availability property will contain information about the agent making the resource available. Other methods for describing characteristics of agents are possible. The vCard specification is a standard for automating the exchange of personal information typically found on a traditional business card. The specification for the vCard protocol (RFC 2426) is at the Internet Engineering Task Force (IETF) website (http://www.ietf.org/rfc/rfc2426.txt).

A companion to this description of the AGLS Availability Syntax Encoding Scheme is the description of a scheme for structuring values for the AGLS properties describing an 'agent'. The components of the two schemes overlap to some extent, but the semantic differences between the properties and the additional components available for use with the availability property require separate schemes for the two sets of structuring components.

C2   Characterising resource availability

AGLS describes availability or access to a resource using the characteristics defined in Table C1.

TABLE C1: RESOURCE AVAILABILITY

Component	Definition
personalName	The name of a person making the resource available.
corporateName	The name of an organisation making the resource available.
jurisdiction	The legal jurisdiction of the agent making the resource available Draw values for this component from the AGLS Jurisdiction Vocabulary Encoding Scheme (see Table D1).
contact	Contact details for the agent making the resource available. Can include an official title, typically includes a phone number.
address	Street or postal address for the agent making the resource available.
email	Email address for the agent making the resource available.
hours	Hours during which the resource is available at the locations identified in address components.
cost	Cost of obtaining the resource.
postcode	Australian postcode(s) where the resource is available. Typically used in

| | describing availability of services. |

All components are optional and ordering is not significant.

C3 Encoding AGLS Availability

The components of an AGLS Availability description have no meaning when considered separately. The scheme is the complete set of components used which acts as the description of how a resource is made available. Use AGLS Availability to identify the availability of a resource by linking the components together into a single text-string. Various syntaxes for the text string are available, including Dublin Core Structured Values (DCSV).

Within AGLS metadata descriptions using HTML/XHTML syntax, characteristics of resource availability are encoded using the DCSV scheme available at the DCMI website (http://dublincore.org/documents/dcmi-dcsv).

DCSV describes how to write a structured metadata value in a simple text string. It separates components using semicolons ';'. The name of a component and the value of a component are separated by an equals sign '='.

Writing AGLS Availability using DCSV notation is straightforward using the component names defined above. For example:

```
personalName=v1; corporateName=v2; jurisdiction=v3; contact=v4; address=v5;
email=v6; hours=v7; cost=v8; postcode=v9
```
where v1-v9 are values defined in Table C1.

Examples in HTML and XHTML syntax are shown below. The National Archives has produced a guide to expressing AGLS metadata in XML and RDF which includes examples of encoding AGLS encoding schemes. This guide is available from the AGLS website (http://www.agls.gov.au).

C4 Examples

C4.1 Off-line service

HTML

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=National Archives of Australia; address=Box 7425
Canberra Business Centre ACT 2610; contact=National Reference Service, 1300
886 881; email=ref@naa.gov.au; cost=AU$25.00 (inc GST) for purchases within
Australia, AU$28.00 (GST free) for purchases outside Australia">
```

XHTML

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=National Archives of Australia; address=Box 7425
Canberra Business Centre ACT 2610; contact=National Reference Service, 1300
886 881; email=ref@naa.gov.au; cost=AU$25.00 (inc GST) for purchases within
Australia, AU$28.00 (GST free) for purchases outside Australia" />
```

C4.2 Service with availability hours

HTML

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=Registry of Births, Deaths and Marriages;
jurisdiction=Queensland; address=501 Ann Street, Brisbane; address=PO Box
188, Brisbane Albert Street, Qld, 4002; contact=Phone (07) 3247 9203;
```

```
contact=Fax (07) 3247 5803; hours=Monday to Friday, 09:00—16:30 (excluding
public holidays)">
```

XHTML

```
<meta name="AGLSTERMS.availability" scheme="AGLSTERMS.AglsAvail"
content="corporateName=Registry of Births, Deaths and Marriages;
jurisdiction=Queensland; address=501 Ann Street, Brisbane; address=PO Box
188, Brisbane Albert Street, Qld, 4002; contact=Phone (07) 3247 9203;
contact=Fax (07) 3247 5803; hours=Monday to Friday, 09:00—16:30 (excluding
public holidays)" />
```

APPENDIX D: AGLS JURISDICTION VOCABULARY ENCODING SCHEME

(Normative)

D1 Introduction

The coverage and jurisdiction properties ,the AGLS Agent and AGLS Availability Syntax Encoding Schemes and Agent and Availability Metadata Terms provide information about jurisdictions associated with a resource. The National Archives of Australia developed the AGLS Jurisdiction Vocabulary Encoding Scheme as a controlled vocabulary for names of major administrative jurisdictions in Australia. It may be used by non-government organisations as a source for jurisdiction names when appropriate. Use the ASGC Vocabulary Encoding Scheme to describe Local Government Areas.

Table D1 defines AGLS Jurisdiction Vocabulary Encoding Scheme, a controlled list of terms for providing Jurisdiction values in AGLS metadata records.

D2 Australian jurisdictions

TABLE D1: AUSTRALIAN JURISDICTIONS

Jurisdiction and abbreviation		Definition
[Commonwealth of] Australia	AU	Commonwealth of Australia Constitution Act 1900 (UK)
Australian Antarctic Territory	AAT	The Australian Antarctic Territory plus the subantarctic territories of Heard and McDonald Islands
Australian Capital Territory	ACT	Seat of Government Surrender Act 1909 (NSW)
		Seat of Government Surrender Act 1915 (NSW)
Indian Ocean Territories	IOT	Cocos (Keeling) Islands and Christmas Island
New South Wales	NSW	Constitution Act 1902 (NSW)
Norfolk Island	NI	Norfolk Island Act 1979 (Cth)
Northern Territory	NT	Northern Territory Acceptance Act 1910 (Cth)
Queensland	QLD	Letters Patent erecting the Colony of Queensland 1859 (UK)
		Letters Patent altering the western boundary of Queensland 1862 (UK)
		Queensland Coast Islands Act 1879 (Qld)
South Australia	SA	South Australian Act (Foundation Act) 1834 (UK)
		Letters Patent establishing the Province of South Australia 19 February 1836 (UK)
Tasmania	TAS	Order-In-Council Separating Van Diemen's Land From New South Wales 1825 (UK)
Victoria	VIC	General Instructions to the Superintendent of Port Phillip, 1839
Western Australia	WA	Letters Patent re Constitution 25 August 1890 (UK)
Other		Any other Australian jurisdiction not named here

NOTE: Geographical boundaries of the Australian jurisdictions are contained in the various Acts, Letters Patents, Orders, and Commissions listed above.

D3 Encoding AGLS Jurisdiction

Examples in HTML and XHTML syntax are shown below. The National Archives has produced a guide to expressing AGLS metadata in XML and RDF which includes examples of AGLS encoding schemes. This guide is available from the AGLS website (http://www.agls.gov.au).

D4   Examples

HTML

```
<meta name="DCTERMS.coverage" scheme="AGLSTERMS.AglsJuri"
content="Australia">
```

```
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Western Australia">
```

```
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="NSW">
```

XHTML

```
<meta name="DCTERMS.coverage" scheme="AGLSTERMS.AglsJuri"
content="Australia" />
```

```
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="Western Australia" />
```

```
<meta name="AGLSTERMS.jurisdiction" scheme="AGLSTERMS.AglsJuri"
content="NSW" />
```

APPENDIX E: AGLS DOCUMENT VOCABULARY ENCODING SCHEME

(Normative)

E1   Introduction

The documentType property provides information about document types when a resource is a document. The National Archives of Australia developed the AGLS Document Vocabulary Encoding Scheme as a method for describing document types in AGLS metadata descriptions. However, the controlled vocabulary may be adapted for use by non-government organisations. Table E1 defines AGLS Document, a controlled list of terms for providing document type values in AGLS metadata records. This list describes the logical form of the resource and is not governed by the format of the document. Document types described may be digital or non-digital. This list is not exhaustive and the AGLS Maintenance Agency invites suggestions for additions.

E2   Document types

AGLS identifies a document from the following list of preferred document types in Table E1.

TABLE E1: DOCUMENT TYPES

Document type	Scope
agenda	A list of issues or activities used as a schedule or program for an event, conference, forum or meeting.
agreement	A summary or record of an arrangement between two or more parties.
checklist	Any listing of items or entries provided for reference purposes, including an inventory, register, directory or index. Use 'dataset' for bibliographic data or catalogues.
contract	An agreement between two or more parties for the delivery of a product, provision of a service, or management of a resource.
dataset	Structured information encoded in lists, tables, databases etc, (e.g., spreadsheets, databases, GIS data). Data may be numeric, spatial, spectral, statistical or structured text (including bibliographic data and database reports).
diary	Information arranged in calendar order documenting appointments and engagements. Use 'journal' for information arranged in calendar order documenting events, business or proceedings.
digital certificate	Any form of electronic code that describes or provides permission to access a resource.
digital signature	Any form of electronic code used to simulate the security properties of a handwritten signature or to establish authenticity.
electronic message	Any electronically-mediated communication. This includes but is not limited to electronic mail, text messages, instant messages, electronic voice messages, electronic video messages and computer conferencing.
fact sheet	A summary of information about a product, service, organisation, event or topic.
form	A structured solicitation of input from a user (e.g., comments, a survey, or an order). For forms used to provide a service (e.g., enquiries, registrations, or orders and purchases) use category value 'service' and select an appropriate value from the list of service types instead.
government gazette	Regular formal publication produced by government that may include vacancies, appointments, bulletins, notices and legislative directives.
guidelines	The primary purpose of the resource is to present factual information, advice or guidance about an organisation, event or service. Most general advisory pages on government websites will be of this document type. Use 'instructional' for resources that provide directions rather than information.
homepage	The introductory page or major entry point for a site on the Internet. In most cases an organisation will have only one resource of this document type, except where there is likely to be a public perception that a distinct

	business unit stands alone as an organisational entity.
index	Any listing of items or entries provided for reference or navigation purposes, including an inventory, register or directory.
instruction	Resources in which the primary purpose is to provide instructions or directions (e.g., how to write a report; how to register for a service). Includes manuals, handbooks, tutorials and quizzes. Use 'guidelines' for resources which have primarily informational content.
journal	A record or register of events, business or proceedings.
letter	A written or printed communication addressed to a person or a number of persons, including scanned versions of written or printed communications, but excludes scanned versions of written or printed messages.
log	A chronological listing of actions, observations, data or transactions.
media release	Resources specifically designed to provide a brief public statement on an issue or event, via the mass media.
meeting minutes	A summary or record of proceedings of a meeting.
memorandum	A note describing something to be remembered or acted upon in the future.
metadata	Data describing the context, content, structure and organisation of records and other information.
minute	A form of correspondence acting as an official note or memorandum, usually recording an action or decision, or seeking approval for a course of action.
moving image	A form of visual representation other than text, involving moving pictures, animation, video or film, with or without audio. For some resources it may be appropriate to use a combination of document types. (For example: video recording of an exhibition opening—specify document types as 'promotion; moving image'.)
note for file	A summary or record of a less formal meeting or ad hoc discussion (including by telephone).
other	Any document form not listed here.
policy statement	A major formal publication detailing a course or line of action adopted and pursued by the organisation. Includes public accountability documents such as corporate directions and other strategic plans. Use 'report' for resources that convey the results of an inquiry, account for activities or document speeches and presentations.
procedure	A sequence of actions or instructions to be followed.
presentation	Any form of visual and/or verbal communication used to show or explain a topic to an audience.
promotion	Descriptive or marketing information about an organisation or material that promotes its products, services, activities or collections (e.g., 'What's New' pages, brochures). Includes announcements.
report	The resource provides an account of organisational activity or a speech or presentation. Includes statements of the organisation's opinion, a decision or the results of an inquiry. Use 'dataset' for database reports.
software	Computer programs in source or compiled form which may be available for installation on another machine. For software that exists only to create an interactive environment use category value 'service' and choose the service type 'communications forum' instead.
sound	The content is a primarily audio representation, which may be ambient, effects, music, narration or speech. For some audio resources it may be appropriate to use a combination of document types. For example: sound recording of a presentation—specify document types as 'presentation; sound'.
still image	The content is primarily a still visual representation other than text. Includes electronic and physical representations such as images, photographs, diagrams, maps and graphics. For digital representations of physical resources, use a more specific document type where possible. (For example: a scanned media release—use 'media release; still image').

Table E2 lists deprecated and non-preferred document types.

TABLE E2: DEPRECATED AND NON-PREFERRED DOCUMENT TYPES

Document type	Preferred value
audio	Use 'sound'.
image	Use 'still image'.
instructional	Use 'instruction'.
photograph	Use 'still image'.
promotional	Use 'promotion'.
recording	Use 'moving image' or 'sound' as appropriate.
video	Use 'moving image'.

E3 Encoding AGLS Document

Examples in HTML and XHTML syntax are shown below. The National Archives has produced a guide to expressing AGLS metadata in XML and RDF which includes examples of AGLS encoding schemes. This guide is available from the AGLS website (http://www.agls.gov.au).

E4 Examples

HTML

```
<meta name="DCTERMS.type" scheme="AGLSTERMS.agls-document" content="report">

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="guidelines">
```

XHTML

```
<meta name="DCTERMS.type" scheme="AGLSTERMS.agls-document" content="media
release; promotion" />

<meta name="AGLSTERMS.documentType" scheme="AGLSTERMS.agls-document"
content="policy statement" />
```

APPENDIX F: AGLS SERVICE VOCABULARY ENCODING SCHEME

(Normative)

F1   Introduction

The serviceType property provides information about the type of service for a resource which is a service, either offline or online. The National Archives of Australia developed the AGLS Service Vocabulary Encoding Scheme for describing service types in AGLS metadata descriptions. The controlled vocabulary may be adapted for use by non-government organisations. Table F1 defines AGLS Service, a controlled list of terms for providing service type values in AGLS metadata records. This list describes the logical form of the service and is not governed by the format of the service. Service types described may be online or offline. This list is not exhaustive and the AGLS Maintenance Agency invites suggestions for additions.

F2 Service types

AGLS identifies a resource as a service from the following list of service types in Table F1.

TABLE F1: SERVICE TYPES

Service type	Scope
applications	The resource allows clients to make formal written requests of a general nature, which cannot be more specifically described by another term from the agls-service list. For some types of applications (e.g., 'grants') a more specific service type may be listed.
benefits and entitlements	The resource allows clients to apply for payments, allowances or concessions to which he/she has a right, usually as a result of personal circumstance (e.g., unemployment, age, family benefits). See also 'claims' and 'grants'. For other aspects of benefits and entitlements, use another service type from the list where available (e.g., 'complaints and appeals', 'enquiries', 'financial').
bills, rates and levies	The resource allows clients to pay accounts, taxes or other charges. See also 'orders and purchases' and 'infringements and fines'. For other aspects of bills, rates and levies, use another service type from the list where available (e.g., 'complaints and appeals', 'enquiries', 'refunds').
bonds	The resource allows clients to pay sums of money, to be held in trust and paid in default of an agreement, contract or obligation. For other aspects of bonds, use another service type from the list where available (e.g., 'complaints and appeals', 'enquiries', 'refunds').
bookings and reservations	The resource allows clients to make (or cancel) engagements or secure places or objects in advance, for use at a later date. See also 'enrolments'.
business advisory	The resource allows clients to make formal requests for professional advice on business matters, such as enquiries on the setting up of a small business.
certificates	The resource allows clients to request formal written statements of fact, endorsement or accreditation (e.g., educational qualification, statement of attainment, birth certificate, certificate of registration). See also 'licences and permits' and 'registrations'.
claims	The resource allows clients to make assertions or demands for the recognition of a right or due, usually in response to an event or activity (e.g., title, insurance, taxation, compensation claims). See also 'benefits and entitlements', 'complaints and appeals' and 'refunds'.
communications forum	The resource is a setting designed exclusively for interactive involvement with one or more users (e.g., chat services, listservs, virtual reality, multimedia learning objects).
complaints and appeals	The resource allows clients to submit formal expressions of discontent, grievance or alleged offences. Includes requests for review of a decision or settlement. See also 'claims' and 'lodgements'.

data exchange	The resource allows clients to undertake electronic reporting, transfer or sharing of information.
enquiries	The resource allows clients to submit questions and requests for advice and information. For some types of enquiries (e.g., 'business advisory') a more specific service type may be listed.
enrolments	The resource allows clients to register in a scheme or program, for a conference or course of study etc.
financial	The resource allows clients to undertake transactions relating to money or commercial matters. For some types of financial services (e.g., 'bills, rates and levies') a more specific service type may be listed.
grants	The resource allows clients to apply for sums of money or other resources bestowed upon approved individuals or institutions. Includes scholarships, endowments, awards and similar types of funding. For other aspects of grants, use another service type from the list where available. (e.g., 'complaints and appeals', 'enquiries'.)
infringements and fines	The resource allows clients to pay charges and other penalties imposed for breaches or violations of obligations, laws and other codes. For other aspects of infringements and fines, use another service type from the list where available (e.g., 'complaints and appeals', 'enquiries', 'refunds').
legal advisory	The resource allows clients to make formal requests for professional advice or legal opinions.
licences and permits	The resource allows clients to apply for written orders or formal consent to do, or exemption from, an activity (e.g., driving a car, owning a dog, tax exemption). Includes authorisations and approvals. For other aspects of licences and permits, use another service type from the list where available (e.g., 'complaints and appeals', 'enquiries', 'renewals'). See also 'certificates' and 'registrations'.
lodgements	The resource allows clients to make formal statements or submissions to a court, tribunal, commission, inquiry or similar body. See also 'complaints and appeals'.
orders and purchases	The resource allows clients to make requests and/or payments for the delivery of goods or services. See also 'subscriptions'.
refunds	The resource allows clients to request reimbursements or compensation for non-supply of goods or services, or for supply of faulty goods or services. See also 'claims' and 'complaints and appeals'.
registrations	The resource allows clients to have recorded, acts, occurrences or items (e.g., motor vehicles, letters posted, marriages, businesses). For registrations of participants in a scheme, program, conference or course, use 'enrolments'. For registrations by a board (or similar) authorising an activity, use 'licences and permits'. For formal statements that prove registration, use 'certificates'.
renewals	The resource allows clients to request that provision of an item or benefit be recommended, or made effective for an additional period.
subscription	The resource allows clients to request the provision of a service for a designated period of time, often in return for payment of a fee (e.g., membership of a group, shares, periodicals). See also 'renewals'.
technical	The resource allows clients to access specialised services of a scientific, industrial or mechanical nature, for which a more specific service type is not listed.
tenders	The resource allows providers to submit formal offers to supply goods or services with a stated price and terms. Includes bids, offers, proposals and estimates.
testing	Services that examine, investigate, analyse or check the performance or capabilities of an individual, object or system using a standardised evaluation procedure.
training	Services that provide instruction or practice, designed to impart proficiency or improve efficiency. For other aspects of training, use another service type from the list where available (e.g., 'certificates', 'enquiries', 'enrolments').
transactions	Any online service and/or assistance that functions as an intermediary between the user and online data or information, for which a more specific service type is not listed.

F3   Encoding AGLS Service

Examples in HTML and XHTML syntax are shown below. The National Archives has produced a guide to expressing AGLS metadata in XML and RDF which includes examples of AGLS encoding schemes. This guide is available from the AGLS website (http://www.agls.gov.au).

F4   Examples

HTML

```
<meta name="DCTERMS.type" scheme="AGLSTERMS.agls-service" content="claims">

<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="enrolments">
```

XHTML

```
<meta name="DCTERMS.type" scheme="AGLSTERMS.agls-service" content="claims"
/>

<meta name="AGLSTERMS.serviceType" scheme="AGLSTERMS.agls-service"
content="enrolments" />
```

APPENDIX G: AGLS AUDIENCE VOCABULARY ENCODING SCHEME

(Normative)

G1   Introduction

DCMI Metadata Terms includes a property which can provide information about the target audience for whom a resource intended. This is the audience property.

The National Archives of Australia developed the AGLS Audience Vocabulary Encoding Scheme as a controlled vocabulary for describing audience types. However, the controlled vocabulary is more widely applicable and may be used by other organisations. Table G1 defines the AGLS Audience Vocabulary Encoding Scheme, a controlled list of terms for providing audience values in AGLS metadata records. This list is not exhaustive and the AGLS Maintenance Agency invites suggestions for additions.

G2   Audience categories

AGLS identifies an audience from the list of audience categories in Table G1.

TABLE G1: AUDIENCE CATEGORIES

Audience categories	Scope
Aboriginal and Torres Strait Islanders	People who identify themselves as part of the Indigenous Australian community.
all	Default value; general public; the whole population.
Australian Antarctic Territory	Persons living or working in the Australian Antarctic Territory.
Australian Capital Territory	Persons living or working in the Australian Capital Territory.
Australians overseas	Citizens of Australia living, working or travelling overseas.
business	Persons or corporations engaged in commerce, trade or industry.
carers	Persons or organisations engaged in the care of others (e.g. patients, children, elderly, disabled). Use 'parents' for resources aimed at mothers, fathers or legal guardians.
children	Persons under the age of 16 years. Use 'youth' for resources aimed at persons aged 16–25 years.
community groups	Groups who provide services to, or represent the views of, specific community sectors.
employees	Persons working for another person or business for wages. Use 'jobseekers' for resources designed to assist people seeking employment.
employers	Persons or businesses who employ others for wages.
funding applicants	Persons, organisations or businesses seeking funding from Government grant or other financial assistance programs.
gay and lesbian	Persons who identify themselves as part of homosexual community.
government	Agencies and organisations associated with public administration at local, state or federal level.
Indian Ocean Territories	Persons living or working in the Indian Ocean Territories.
jobseekers	Persons seeking employment, whether currently employed or unemployed. Use 'employees' for resources of relevance to people already in employment.
low income earners	As determined by the Australian Taxation Office, persons whose annual income is less than $28,980 (current at 2007-07-01).
media	Organisations that by means such as radio, television, newspapers, magazines, Internet, etc reach large numbers of people.
men	Adult male persons.
migrants	Persons moving permanently from one country to another, either from Australia overseas, or from other countries to Australia. Includes resources for people from non-English-speaking backgrounds or who have English as a second language.

New South Wales	Persons living or working in New South Wales.
non-Australians	Persons not citizens of or resident in Australia. Use 'Australians overseas' for Australian citizens not resident in Australia.
non-government organisations	Organisations not established by government, especially those involved in not-for-profit charitable, development, environmental or relief programs. Use 'business' for organisations engaged in for-profit activities.
Norfolk Island	Persons living or working in Norfolk Island.
Northern Territory	Persons living or working in the Northern Territory.
parents	Persons fulfilling a mother, father or guardian role in the care of children, whether by birth, adoption or other legal arrangement.
people with disabilities	Persons with a physical or mental incapacity, either permanent or temporary.
primary industry	Persons or organisations involved in the growing, producing or extracting of natural resources (e.g., farming, forestry, mining). Use 'rural' for resources aimed at people and communities outside urban areas.
Queensland	Persons living or working in Queensland.
rural	Persons living or working in regional, country or isolated areas of Australia. Use 'primary industry' for resources on commercial activities that may occur in rural areas.
seniors	Persons over the age of 65 years.
South Australia	Persons living or working in South Australia.
students	Persons engaged in a course of study or instruction whether at pre-primary, primary, secondary, vocational or tertiary level.
Tasmania	Persons living or working in Tasmania.
teachers	Members of the teaching profession, persons instructing students at pre-primary, primary, secondary, vocational or tertiary level.
tourists	Persons visiting an area for pleasure, either from other countries or other parts of Australia. Use 'migrants' for persons relocating permanently to Australia.
veterans	As defined in the Veterans' Entitlements Act 1986 (Cth), persons taken to have rendered eligible war service.
Victoria	Persons living or working in Victoria.
Western Australia	Persons living or working in Western Australia.
women	Adult female persons.
youth	Persons aged 16–25 years. Use 'children' for resources aimed at persons under the age of 16 years.

G3   Encoding AGLS Audience

Examples in HTML and XHTML syntax are shown below. The National Archives has produced a guide to expressing AGLS metadata in XML and RDF which includes examples of AGLS encoding schemes. This guide is available from the AGLS website (http://www.agls.gov.au).

G4   Examples

HTML

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="youth">

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="people with disabilities; rural">
```

XHTML

```
<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="Aboriginal and Torres Strait Islanders" />

<meta name="DCTERMS.audience" scheme="AGLSTERMS.agls-audience"
content="employers; jobseekers" />
```

APPENDIX H: LANGUAGE CODES

(Informative)

H1   RFC 4646 language codes

RFC 4646 language codes should be used for the language property or the language of the value of other properties as identified by the lang/xml:lang attributes. Language codes should use the RFC4646 Syntax Encoding Scheme, based on the Internet Engineering Task Force document Tags for Identifying Languages (http://www.ietf.org/rfc/rfc4646.txt). It combines three other standards: ISO 639, ISO 3166 and ISO 15924.

A full list of ISO 639-1 two-letter language codes is available at the SIL International website (http://www.sil.org/iso639-3/); only the two-letter language codes from ISO 639-1 must be used use in the RFC4646 Syntax Encoding Scheme. A full list of ISO 3166 country codes is available at the ISO website (http://www.iso.org/iso/country_codes/iso_3166_code_lists/). A full list of ISO 15924 script codes is available from the Unicode website (http://www.unicode.org/iso15924).

Simple language code examples

A two-letter language code from ISO 639-1.

- en (English)
- it (Italian)
- ja (Japanese)

Language-Region code examples

A two-letter language code from ISO 639-1 and a two-letter country code from ISO 3166.

- en-AU (English as used in Australia)
- en-US (English as used in the United States)
- fr-FR (French as used in France)
- fr-CA (French as used in Canada)

Language-Script code examples

A two-letter language code from ISO 639-1 and a four-letter script code from ISO 15924.

- zh-Hant (Chinese written using Traditional script)
- zh-Hans (Chinese written using Simplified script)
- sr-Cyrl (Serbian written using Cyrillic script)
- sr-Latn (Serbian written using Latin script)

Language-Script-Region code examples

A two-letter language code from ISO 639-1, a four-letter script code from ISO 15924 and a two-letter country code from ISO 3166.

- zh-Hant-CN (Chinese written using Traditional script as used in China)
- zh-Hans-SG (Chinese written using Simplified script as used in Singapore)

H2 ISO639-3 language codes

If the language property requires a language that does not have a two-letter code in ISO 639-1, a three letter code from ISO 639-3 may be used. In this case ISO639-3 must be specified as the Vocabulary Encoding Scheme.

ISO 639-3 includes codes for indigenous languages. A full list of language codes is available at the SIL International website (http://www.sil.org/iso639-3/).

Simple language code examples

- pjt (Pitjantjatjara)

- coa (Cocos Islands Malay)

- ban (Balinese)

APPENDIX I: AGLS METADATA DATE ENCODING

(Informative)

ISO 8601 is the International Standard for the representation of dates and times. ISO 8601 describes a large number of date/time formats. AGLS metadata date encoding uses ISO 8601 Extended Format and is likely to satisfy most requirements.

The formats are as follows. Only components shown here must be present, with exactly this syntax. Dates in the form 1/2/2007 and times in the form 1:23:45pm must not be used as they are not machine processible.

> NOTE: The 'T' appears literally in the string, to indicate the beginning of the time component.

Year:	YYYY (e.g. 2007)
Year and month:	YYYY-MM (e.g. 2007-07)
Complete date:	YYYY-MM-DD (e.g. 2007-07-16)
Complete date plus hours and minutes:	YYYY-MM-DDThh:mmTZD (e.g. 2007-07-16T19:20+10:00)
Complete date plus hours, minutes and seconds:	YYYY-MM-DDThh:mm:ssTZD (e.g. 2007-07-16T19:20:30+10:00)
Complete date plus hours, minutes, seconds and a decimal fraction of a second:	YYYY-MM-DDThh:mm:ss.sTZD (e.g. 2007-07-16T19:20:30.4+10:00)

where:

YYYY	=	four-digit year
MM	=	two-digit month (01=January, etc)
DD	=	two-digit day of month (01 through 31)
T	=	denotes the beginning of the time component
Hh	=	two digits of hour (00 through 23) (12 hour notation with am/pm must not be used)
Mm	=	two digits of minute (00 through 59)
Ss	=	two digits of second (00 through 59)
S	=	one or more digits representing a decimal fraction of a second
TZD	=	time zone designator (Z or +hh:mm or -hh:mm). Z is Coordinated Universal Time (UTC or "Zulu time") and +hh:mm or -hh:mm is the offset from UTC. For example Australian Eastern Standard Time is +10:00.

Durations (for the extent property only)

The XSD Duration Data Type may be used to specify a time interval. The time interval is specified in the following form "PnYnMnDTnHnMnS" where:

P = the period (required)

nY = the number of years

nM = the number of months

nD = the number of days

T = the start of a time section (required for specifying hours, minutes or seconds)

nH = the number of hours

nM = the number of minutes

nS = the number of second

When encoding durations in the extent property, use XSD.duration as the Syntax Encoding Scheme.

Duration syntax:

P5Y   a period of 5 years

P5Y2M10DT15H   a period of 5 years, 2 months, 10 days and 15 hours.

PT15H   a period of 15 hours.

PT8M   a period of 8 minutes.

PT12M45S   a period of 12 minutes and 45 seconds.

APPENDIX J: AGLS METADATA FORMAT PROPERTY VALUES

(Informative)

Some more commonly used Internet Media Type (IMT) values are listed in Table J1. The full listing is available from the Internet Assigned Numbers Authority website (http://www.iana.org/assignments/media-types/). These values may be used with the format property.

TABLE J1: INTERNET MEDIA TYPE VALUES

IMT	Description
application/atom+xml	Atom syndication format feed
application/msword	Microsoft Word file
application/pdf	Portable Document Format file
application/rdf+xml	RDF file in XML format
application/rss+xml	Really Simple Syndication feed
application/rtf	Rich Text Format file
application/vnd.ms-excel	Microsoft Excel file
application/vnd.ms-powerpoint	Microsoft Powerpoint file
application/vnd.oasis.opendocument.presentation	OpenDocument Presentation file
application/vnd.oasis.opendocument.spreadsheet	OpenDocument Spreadsheet file
application/vnd.oasis.opendocument.text	OpenDocument Text file
application/xhtml+xml	XHTML document (web page)
application/zip	ZIP data compression file
audio/mpeg	MPEG Audio Layer 3 (MP3) encoded audio file
audio/wav audio/wave audio/x-wav	Waveform audio format file
image/gif	GIF encoded image
image/jpeg	JPEG encoded image
image/png	PNG encoded image
image/svg+xml	Scalable Vector Graphics file
image/tiff	TIFF encoded image
message/rfc822	Electronic mail (Internet format)
text/css	Cascading Style Sheet
text/csv	Comma-Separated Values file
text/html	HTML document (web page)
text/plain	Unformatted text
text/sgml	SGML file
text/xml	XML file
video/mp4	MPEG4 encoded video
video/mpeg	MPEG encoded video
video/quicktime	Quicktime encoded video

APPENDIX K: ROLE CODE VOCABULARY ENCODING SCHEME

(Normative)

The Role Code describes the function performed by the responsible party in relation to the resource, as described in an agent or availability description.

When using a numbered index, it is recommended that both the number code and the term name are given.

TABLE K1: ROLE CODES, TERMS AND DEFINITIONS

Number code	Term name	Definition
001	resourceProvider	Party that supplies the resource.
002	custodian	Party that accepts accountability and responsibility for and ensures appropriate care and maintenance of the resource.
003	owner	Party that owns the resource.
004	user	Party who uses the resource.
005	distributor	Party who distributes the resource.
006	originator	Party who created the resource.
007	pointOfContact	Party who can be contacted for acquiring knowledge about or acquisition of the resource.
008	principalInvestigator	Key party responsible for gathering information and conducting research.
009	processor	Party who has processed the data in a manner such that the resource has been modified.
010	publisher	Party who publishes the resource.
011	author	Person who authored the resource.

GLOSSARY AND FURTHER REFERENCES

(Informative)

AGIFT	Australian Governments' Interactive Functions Thesaurus. An online interactive version is available from the National Archives of Australia (NAA) website (http://www.naa.gov.au/agift/).
ANZSCO	Australian and New Zealand Standard Classification of Occupations. More information is available from the Australian Bureau of Statistics (ABS) website (http://www.abs.gov.au/anzsco/).
ANZLIC	the Spatial Information Council. More information is available from the ANZLIC website (http://www.anzlic.org.au/).
ANZSIC	Australian and New Zealand Standard Industrial Classification. More information is available from the Australian Bureau of Statistics (ABS) website (http://www.abs.gov.au/anzsic/).
APAIS	Australian Public Affairs Information Service Thesaurus. More information is available from the National Library of Australia website (http://www.nla.gov.au/apais/thesaurus/).
APT	Australian Pictorial Thesaurus, a collection of topic terms for indexing Australian images. See http://www.picturethesaurus.gov.au/
AS/NZS ISO 19115	Geographic information—Metadata. More information is available from the ANZLIC website (http://www.anzlic.org.au/metadata/).
ASGC	Australian Standard Geographic Classification. Includes all Australian Local Government Areas, regions and suburbs. More information is available from the Australian Bureau of Statistics website (http://www.abs.gov.au/asgc/).
Application profile	A declaration of the metadata terms an organisation, information resource, application or user community uses in its metadata. This includes the set of metadata elements, policies and guidelines defined for a particular application or implementation.
Box	DCMI Box Encoding Scheme, a Syntax Encoding Scheme for identifying a region of space using its geographic limits. More information is available from the DCMI website (http://dublincore.org/documents/dcmi-box/).
Class	A group containing members that have attributes, behaviours, relationships or semantics in common; a kind of category.
DCMES	Dublin Core Metadata Element Set. See Dublin Core.
DCMI	Dublin Core Metadata Initiative. See Dublin Core.
DCMI Abstract Model	A set of components and constructs used in Dublin Core metadata, providing an information model independent of any encoding syntax. More information is available from the DCMI website (http://www.dublincore.org/documents/abstract-model/).
DCMIType	DCMI Type Vocabulary. A generic controlled vocabulary for the type property. More information is available from the DCMI website (http://dublincore.org/documents/dcmi-type-vocabulary/).
DCSV	Dublin Core Structured Values. A syntax for writing a list of labelled values in a text string. More information is available from the DCMI website (http://dublincore.org/documents/dcmi-dcsv/).

DDC	Dewey Decimal System. Classification system for use with library cataloguing services. More information is available from the OCLC website (http://www.oclc.org/dewey/).
Described resource	A resource that is described by a description.
Description	One or more statements about a resource.
Description set	A set of one or more descriptions, each of which describes a resource.
DOI	Digital Object Identifier. A system for identifying and exchanging intellectual property in the digital environment. See: http://www.doi.org/
Domain	A relationship between a property and a class which indicates that if the property is part of a property/value pair, then it follows that the described resource is an instance of that class.
Dublin Core (DC)	An internationally recognised core set of metadata properties on which AGLS is based. More information is available from the Dublin Core Metadata Initiative website (http://dublincore.org/).
EdNA	Education Network Australia is a network of education information and services. The EdNA metadata standard is based on the Dublin Core set. More information is available from the EdNA website (http://www.edna.edu.au/).
Element	A synonym for property. The word element is also commonly used to refer to a structural markup component within an XML document.
Element refinement	A synonym for property.
Embedded metadata	Metadata that is stored and maintained within the resource or object it describes.
Encoding scheme	See Vocabulary Encoding Scheme and Syntax Encoding Scheme.
GOLD	The Government Online Directory of Australian Commonwealth government agencies and employees. More information is available from the GOLD website (http://gold.directory.gov.au/).
Health Thesaurus	A controlled vocabulary of subject terms for health and ageing. The full title is The Health and Ageing Thesaurus. More information is available at http://www9.health.gov.au/thesaurus/ThesaurusServlet
HTML	HyperText Markup Language. See: http://www.w3.org/MarkUp/
HTML META Tag	An approach to encoding metadata in HTML documents. See also— • Expressing Dublin Core in HTML/XHTML meta and link elements: http://dublincore.org/documents/2008/08/04/dc-html/
IANA	Internet Assigned Numbers Authority, the coordinator for the assignment of unique parameter values for Internet protocols.
IETF	Internet Engineering Task Force, the international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet. See: http://www.ietf.org/
IMT	Internet Media Types. See Appendix J.

ISBN	International Standard Book Number.
ISO	International Organization for Standardization. See: http://www.iso.org
ISO 639	Codes for the representation of names of languages. See Appendix H.
ISO 3166	Codes for representations of names of countries and their subdivisions.
ISO 8601	Data elements and interchange formats—Information interchange—Representation of dates and times. See Appendix I.
ISO 15386	Information and documentation—The Dublin Core metadata element set. A copy is available from the National Information Standards Organization (NISO) website (http://www.niso.org/international/SC4/n515.pdf).
ISO 15924	Codes for the representation of names of scripts. See: http://www.unicode.org/iso15924/
ISSN	International Standard Serial Number.
LCSH	Library of Congress Subject Headings is a thesaurus of subject headings maintained by the United States Library of Congress for use in bibliographic records. More information is available from the Library of Congress website (http://www.loc.gov/cds/lcsh.html).
Literal	The value of a metadata property that can be either a hyperlink (URI) or a Unicode string value (free text) with an optional language tag.
MESH	Medical Subject Headings is thesaurus of medical subject terms developed by the United States National Library of Medicine. More information is available from the National Library of Medicine website (http://www.nlm.nih.gov/mesh/).
Metadata	Structured, machine-processible information that describes and/or enables finding, managing, controlling, understanding or preserving other information over time.
Metadata record	A syntactically correct representation of the descriptive information (metadata) for an information resource.
Namespace	A logical grouping of metadata terms. Namespaces allow unique identification of metadata terms to allow those terms to be unambiguously used across applications.
Period	DCMI Period Encoding Scheme is a Syntax Encoding Scheme for indicating a single time interval. More information is available from the DCMI website (http://dublincore.org/documents/dcmi-period/).
Point	DCMI Point Encoding Scheme, a Syntax Encoding Scheme for identifying a point in space using its geographic coordinates. More information is available from the DCMI website (http://dublincore.org/documents/dcmi-point/).
Property	A specific aspect, characteristic, attribute or relation used to describe a resource (previously called 'elements'). Dublin Core and AGLS metadata terms are properties.
Qualifier	See property, Vocabulary Encoding Scheme and Syntax Encoding Scheme.
Range	A relationship between a property and a class which indicates that if the property is part of a property/value pair, then it follows that the

value is an instance of that class.

RDF	The Resource Description Framework for metadata syntax and interoperability. See: http://www.w3.org/RDF/

See also—

- Expressing Dublin Core metadata using the Resource Description Framework: http://dublincore.org/documents/dc-rdf/

- Notes on DCMI specifications for Dublin Core metadata in RDF: http://dublincore.org/documents/dc-rdf-notes /

Resource	Anything that has an identity. Examples include an electronic document, an image, a service and a collection of other resources. Not all resources are network retrievable; humans, corporations, physical objects and electronic documents on portable media are also resources.
RFC	Request For Comment, the process of establishing a standard on the Internet. More information is available at the Internet Engineering Task Force website (http://www.ietf.org/rfc.html).
RFC 2119	Key words for use in RFCs to Indicate Requirement Levels. Internet RFC 2119, March 1997. More information is available from the IETF website (http://www.ietf.org/rfc/rfc2119.txt).
RFC 2368	The mailto URL scheme, Internet RFC 2368, July 1998. More information is available from the IETF website (http://www.ietf.org/rfc/rfc2368.txt).
RFC 2806	URLs for Telephone Calls, Internet RFC 2806, April 2000. More information is available from the IETF website (http://www.ietf.org/rfc/rfc2806.txt).
RFC 3986	Uniform Resource Identifiers (URI): Generic Syntax. More information is available from the IETF website (http://www.ietf.org/rfc/rfc3986.txt).
RFC 4646	Tags for Identifying Languages (see Appendix H and the IETF website (http://www.ietf.org/rfc/rfc4646.txt)).
Schema	A machine-processible specification that defines the structure and syntax of metadata in a formal schema language.
Service	A service exists where a relationship exists between a business function of an organisation and the identified needs of an individual client or a group of clients.
Sub-property	A property of a resource which shares the meaning of another property but with narrower semantics (previously called 'element refinements').
Syntax Encoding Scheme	Indicates that the value is a string formatted in accordance with a formal notation or externally defined standard.
Term	A property, class, vocabulary encoding scheme of syntax encoding scheme.
URI	Uniform Resource Identifier is a syntax for all names/addresses for resources on the World Wide Web, includes Uniform Resource Locator (URL) and Uniform Resource Name (URN). More information is available at http://www.w3.org/Addressing/ and in RFC 3986.
URL	Uniform Resource Locator is a technique for indicating the name and location of Internet resources. More information is available at the

	World Wide Web Consortium website (http://www.w3.org/Addressing/)
URN	Uniform Resource Name, a technique for indicating the name and location of Internet resources that has some assurance of persistence beyond that normally associated with an Internet domain or host name. More information is available at the World Wide Web Consortium website (http://www.w3.org/Addressing/).
UUID	Universally Unique Identifier is a unique, persistent identifier capable of being generated on demand without requiring a central registration process. UUIDs consist of 32 hexadecimal digits in the form 8-4-4-4-12, e.g. 6ba7b810-9dad-11d1-80b4-00c04fd430c8. UUIDs are a form of URN. More information is at the Internet Engineering Task Force website (http://www.ietf.org/rfc/rfc4122.txt).
Value	The content of a metadata property providing information about a characteristic of a resource.
Value URI	The value of a property represented by a URI.
Vocabulary Encoding Scheme	Indicates that the value is a term from a controlled vocabulary.
W3C	World Wide Web Consortium is the international consortium that develops web standards, guidelines and protocols. See: http://www.w3.org
XHTML	eXtensible HyperText Markup Language. A reformulation of HTML 4.01 conforming to XML syntax. See: http://www.w3.org/TR/xhtml1 See also— • Expressing Dublin Core in HTML/XHTML meta and link elements: http://dublincore.org/documents/2008/08/04/dc-html/
XML	eXtensible Markup Language. See: http://www.w3.org/XML/ See also— • Expressing Dublin Core metadata using XML: http://dublincore.org/documents/dc-xml/
XMP	eXtensible Metadata Platform. An open standard for embedding metadata into PDF and image files. See: http://www.adobe.com/products/xmp/